

St Edmund's Catholic School
"Vibrant in Faith & Learning"



**Freedom of Information Publication
Scheme
STATUTORY POLICY
2014 - 2017**

Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available through our school website or available in paper form via the school office.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

And, this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *School Data and other information relating to the Interim Executive Board* – information published by the School about performance data and in other Interim Executive Board documents.
- *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
- *School Policies and other information related to the school* - information about policies that relate to the school in general.

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April 2014	April 2017	IEB	April 2014

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below. Or you can visit our school website <http://st-edmunds.com/>

Email enquiries: office@st-edmunds-dover.kent.sch.uk

Tel: 01304 201551

Headteacher: Ms Catrina Hamilton

Contact Address: St Edmund's Catholic School, Old Charlton Road, Dover, Kent CT16 2QB

To help us process your request quickly, please clearly mark any correspondence

"PUBLICATION SCHEME REQUEST" (in CAPITALS please)

If the information you're looking for isn't available via the scheme or on the website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

School Prospectus – the following section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none">• information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school

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School Data and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
School Data	The contents of the School Data are as follows: <ul style="list-style-type: none"> • list information included in the school profile e.g. <ul style="list-style-type: none"> ○ performance data ○ summary of Ofsted report ○ school's improvement intentions for the future,
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the Interim Executive Board and its committees <i>[current and last full academic school year]</i>

***Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
*Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility & Enablement Plan	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.

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Single Equality Scheme	Statement of policy for promoting equality
*Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
School Discipline & Pupil Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints Policy	Statement of procedures for dealing with complaints
Appraisal of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Fairness at Work	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Staff Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
*Staffing Structure	The school's staffing structure
Admissions Arrangements	Statement of the school's policy on admissions
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher or School Business Manager.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

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Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)
Who's who in the school	<ul style="list-style-type: none"> • Website
Who's who on the IEB and the basis of their appointment –	<ul style="list-style-type: none"> • Website
Contact details for the Headteacher and for the IEB (named contacts and email address)	<ul style="list-style-type: none"> • Hardcopy
School prospectus	<ul style="list-style-type: none"> • Website
*Staffing structure	<ul style="list-style-type: none"> • Hardcopy
School session times and term dates	<ul style="list-style-type: none"> • Website

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)
Annual budget plan and financial statements	<ul style="list-style-type: none"> • Hardcopy
Capitalised funding	<ul style="list-style-type: none"> • Hardcopy
Additional funding	<ul style="list-style-type: none"> • Hardcopy
Procurement and projects	<ul style="list-style-type: none"> • Hardcopy
Staff Pay policy	<ul style="list-style-type: none"> • Hardcopy
Staffing and grading structure	<ul style="list-style-type: none"> • Hardcopy
Governors' allowances	<ul style="list-style-type: none"> • Hardcopy

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)
School Data <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<ul style="list-style-type: none"> • Website
Staff Appraisal procedures adopted by the governing body.	<ul style="list-style-type: none"> • Hardcopy

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Website
Agendas of meetings of the Interim Executive Board and (if held) its sub-committees	Hardcopy
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meetings in line with Data Protection requirements.	Hardcopy

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff Appraisal • Fairness at Work • Staffing structure • Information request handling policy • Single Equalities Scheme • Recruitment and Selection of Staff 	<ul style="list-style-type: none"> • Website • Hardcopy • Website • Hardcopy • Hardcopy • Hardcopy • Hardcopy • Website • Website • Hardcopy
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Enablement Plan and Accessibility • Collective worship • School Discipline and Pupil Behaviour 	<ul style="list-style-type: none"> • Website
Records management and personal data policies, including: <ul style="list-style-type: none"> • Data protection (including information sharing policies) 	<ul style="list-style-type: none"> • Hardcopy
Charging and Remissions Policy This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	<ul style="list-style-type: none"> • Hardcopy

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	• Hardcopy
Disclosure logs - DBS	• Inspection
Asset register	• Hardcopy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	• Hardcopy

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Current information only	
Extra-curricular activities	Website
School publications	Website
Charging and Remissions	
Leaflets books and newsletters	Website
Additional Information Additional information is published by the school on the website such as parental guidance leaflets and other curriculum development / enhancements	

Contact details: Headteacher

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

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