



# **Policy:** **Freedom of Information Publication scheme**

**Date: 09/10/17**

Date approved: 13/12/10, amendments approved Oct 2013 and Oct 2017

Responsible: Headteacher

Responsible Committee: Statutory / FGB

Date to be reviewed: Oct 2020 unless otherwise required due to new legislation

Statutory Policy: Y

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**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 available in paper form.

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**

St. Bernadette's Catholic School is a Church School and Christian values as exemplified by the life and teaching of Jesus Christ will be our foundation for learning and behaving in **accordance with** our mission statement 'Loving, serving and growing together with Jesus'

Our mission statement underpins all our activities as we endeavour to live the message of the Gospels by:

- developing a loving, caring community which recognises and celebrates the unique, God-given nature of each individual;
- valuing every member of the school community and developing the potential of each individual;
- creating an educational environment in which we are all encouraged to enjoy our work whilst aspiring to the highest standards of achievement and behaviour;
- giving children, families and staff the experience of being part of an active Catholic community.

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 six broad topic areas:

**What we are and what we do.**

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What we spend and how we spend it.

What **our** priorities are and how we are doing.

How we make decisions.

Policies, procedures, lists and registers.

Services we offer.

#### 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.

St. Bernadette's Catholic Primary School

Tewksbury Lane  
Monkston Park  
Milton Keynes  
MK10 9PH

Tel: 01908 692438

Fax: 01908 691739

To help us process your request quickly, please clearly mark any correspondence "**FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST**" (in CAPITALS please)

If the information **you are** looking for **is not** available via the scheme you can still contact the school to ask if we have it.

#### 5. Paying for Information

Single copies of information covered by this publication are provided free **of charge** however if your request **requires** a lot of photocopying or printing, or **a costly** postage charge, or is for an item **incurring additional cost to the school**, such as some printed publications or videos, we will let you know the cost before fulfilling your request.

#### 6. Classes of Information Currently Published

##### 6.1 What we are and what we do.

###### School Prospectus

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

The name, address and telephone number of the school, and the type of school.

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- The names of the head teacher and chair of governors.
- Information on the school policy on admissions.
- A statement of the school's ethos and values.
- Details of any affiliations with a particular religion or religious denomination. The religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.
- Information about the school's policy on providing for pupils with special educational needs.
- Number of pupils on roll and rates of pupils' authorised and unauthorised absences.
- National Curriculum assessment results for appropriate Key Stages, with national summary figures.
- The arrangements for visits to the school by prospective parents.
- School Term times and dates
- Location of the school and contact information

#### 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 Prospectus for St. Bernadette's Nursery

This contains similar information but specifically for the Nursery. Admission to the main school is not automatic and a new application must be made.

#### Instrument of Government

- The name of the school.
- The category of the school.
- The name of the governing body.
- The manner in which the governing body is constituted.
- The term of office of each category of governor if less than 4 years.
- The name of any body entitled to appoint any category of governor.
- Details of any trust.
- If the school has a religious character, a description of the ethos.
- The date the Instrument takes effect.

#### Governing Body

Names and contact details of the governors are available on the basis on which they have been appointed.

### **6.2 What we spend and how we spend it.**

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- Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.
- Details of annual budget plans for the last two financial years
- Details of the capital funding allocated to the school.
- Income generated by other sources of funding.
- Details of procedures for the acquisition of goods and services.
- Schools Financial Value Standard (SFVS)

### 6.3 What are priorities are and how we are doing.

- Published reports of Ofsted referring expressly to the school and Section 23.
- Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
- School Development Plan.
- School Self Evaluation.
- School Improvement Partner reports.

#### Performance Management of Staff

Statement of procedures adopted by the governing body relating to the performance management of teaching staff and the annual report of the head teacher on the effectiveness of appraisal procedures. All staff receive professional development which is outlined in the Professional Development Policy.

#### Staff Conduct, Discipline and Grievance

Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance. (Diocese of Northampton)

### 6.4 How we make decisions.

Agreed minutes of meetings of the governing body and its committees (current and last full academic school year) unless there is a requirement that these are confidential.

Admissions Policy

### 6.5 Policies ,procedures, lists and registers.

#### Pupils & Curriculum Policies

Curriculum circulars and statutory instruments: any statutory Instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum. This section gives access to information about policies that relate to pupils and the school curriculum:

Assessment, **Marking and Feedback**; English; Mathematics; Religious Education; **Relationships and Sex Education, E-Safety.**

**Supporting Pupils With Medical Conditions; Admissions; Behaviour and Discipline;** Inclusion

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Diocese of Northampton

Milton Keynes Council

(SEND); Racial Equality;;**Child Protection**, School Uniform; Spiritual Development; **British Values**, Teaching and Learning; **Disadvantaged Pupils**

Health and Safety Policy and risk assessment,

Complaints procedure: statement of procedures for dealing with complaints.

School Policies specific to the school (non-statutory) and other school procedures or information which relate to the school in general.

Disclosure Logs: these may be subject to confidentiality to protect the anonymity of the child. Attendance reports for year groups and whole school. Any pupil specific attendance registers are not available as they contain personal information.

#### **6.6 Services we offer.**

The school premises is offered to the local community for use and as a result there is a Lettings Policy pertaining to these agreement.

### **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.

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. The can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
[View Google Map](#)  
Tel: 0303 123 1113  
Fax: 01625 524510

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