



Saint Joseph's Catholic Primary School, the Borough

Freedom of Information Publication Scheme

Aims

The Freedom of information Act was introduced to promote greater openness and accountability across the public sector and requires all schools and academies to be clear and proactive about the information they will make public. The governors of Saint Joseph's Catholic Primary School have adopted the approved model publication scheme outlined below which has been produced by the Information Commissioner's Office (ICO).

Objectives

- To set out the classes of information that will be published.
- To determine the manner in which information will be published.
- To make clear if charges will be made for the release of information.

Roles and Responsibilities

The governors of Saint Joseph's Catholic Primary School have delegated the implementation of this policy to the Head Teacher. The monitoring of its implementation will be completed by the Governing Body.

Appendix 1 – Information Commissioners Office, ICO Model
Freedom of Information Publication Scheme.

Appendix 2 – Written requests for information.

Appendix 3 – Guide to the information available from Saint Joseph's Catholic Primary School.

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table below.

Appendix 1 –

ICO Model publication Scheme *(taken in entirety from ICO website – not permitted to be edited. For ‘authority’ below, read ‘school’)*



Information Commissioner's Office

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

Classes of information

Class 1 - Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

Class 2 - What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class 3 - What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

Class 4 - How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class 5 - Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Class 6 - Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class 7 - The services we offer.

- Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Class 8 - The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website a public authority will

indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is unspecified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests for information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the FOIA.

Appendix 2 –

Contact information for written requests for information from Saint Joseph’s Catholic Primary

School.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Please send your request to the school, labelled FOIA Publication Scheme Request.

**The Headteacher,
Saint Joseph’s Catholic Primary School,
Little Dorrit Court,
Redcross Way,
London, SE1 1NJ**

Appendix 3 –

Guide to information available from Saint Joseph’s Catholic Primary School under the ICO model publication scheme

*If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information. Charges will be made based on the cost to the school of printing and copying of **2p per single side of paper** and of postage costs based on a postal service agreed before the information is supplied. Charges will also be made if translation is requested and the cost will be agreed before the information is provided.*

Information to be published	How the information can be obtained	Charge
<u>Class 1</u>		
Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> Current information only		
School staff and structure – names of key personnel	School website	NA
Governing body – names and contact details of the governors and the basis of their appointment	School website	NA
School session times, term dates and holidays	School website	NA
Location and contact information – address, telephone number and website address	School website	NA
Contact details for the Head Teacher and the Chair of Governing Body	School website	NA
KS2 results – a link to the data on the Department for Education’s website	School website	NA

Information to be published	How the information can be obtained	Charge
<p><u>Class 2</u></p> <p>What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> Current information and previous two financial years.</p>		
Annual budget plan and financial statements	Hard copy on request.	✓
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy on request.	✓
Additional funding – income generation schemes and other sources of funding.	Hard copy on request.	✓
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy on request	✓
Staffing and grading structure	Hard copy on request	✓
A statement of the school's policy on procedures regarding teachers' pay.	Hard copy on request	✓

Information to be published	How the information can be obtained	Charge
<p>Class 3</p> <p>What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> Current information only</p>		
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report • Section 48 report for schools designated as having a religious character • Post-inspection action plan 	School Website	NA
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	School Website	NA

Information to be published	How the information can be obtained	Charge
<p>Class 4</p> <p>How we make decisions <i>(Decision making processes and records of decisions)</i> Current information and previous three years</p>		

Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	School website	NA
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard copy on request	✓

Information to be published	How the information can be obtained	Charge
<p>Class 5</p> <p>Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Accessibility • Admissions • Charging and remissions policy • Child protection/Safeguarding • Complaints procedure • Collective worship • Curriculum-statements and overviews • Early years foundation stage statement 	All available on the school website	NA

<ul style="list-style-type: none"> • Equality objectives • Freedom of information publication scheme • Privacy notices • School behaviour and anti-bullying policy • Relationship and Health Education statement • Special education needs • Uniform 		
<p>Staff policies, including:</p> <ul style="list-style-type: none"> • Capability • Grievance • Disciplinary • Pay policy • Capability • Sickness absence • Statement of procedures for dealing with allegations of abuse against staff. • Staff appraisal • Whistleblowing 	<p>All available via hard copy on request</p>	<p style="text-align: center;">✓</p> <p>Charge applicable to all policies in this list</p>

Information to be published	How the information can be obtained	Charge
<p><u>Class 6</u></p> <p>Lists and Registers</p> <p>Current information only</p>		

Asset register	Hard copy on request	✓
Any information the school is currently legally required to hold in publicly available registers	Hard copy on request	✓

Information to be published	How the information can be obtained	Charge
Class 7 The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters)</i> Current information only		
Extra-curricular activities	School Website	NA
Out of school clubs	School Website	NA
Newsletters	School Website	NA