****

English Martyrs’ Catholic Primary School

Freedom of Information Publication Scheme

 Our English Martyrs’ School community aims to follow the example of Christ in welcoming, recognising, fostering and developing each individual as a unique and special gift of GOD with value and dignity

 Date Reviewed: September 2015

 Review Date: September 2016

Signed: ………………………………

for and on behalf of the Governing Body

# INTRODUCTION

* 1. One of the aims of the Freedom of Information Act 2000 (“FOIA”) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.
	2. To do this we must produce a publication scheme, setting out:
		1. *The classes of information which we publish or intend to publish;*
		2. *The manner in which the information will be published; and*
		3. *Whether the information is available free of charge or on payment.*
	3. 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 for you on our website to download and print off or available in paper form.
	4. Some information which we hold may not be made public, for example personal information (see Data Protection Policy).
	5. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.
	6. The school’s management and governing body aims to respond to requests within 20 working days.
	7. The Head Teacher has the day to day responsibility for implementing this policy. If there is any doubt, about whether information should be released then the Head Teacher and chair of the governors should be consulted who may need to seek advice from the Local Authority. If an exemption is to be applied then this and the reasons why should be made clear in the response to the enquirer.

# THE LAW

Wilfully concealing, damaging or destroying information in order to avoid answering a query is a criminal offence – Freedom of Information Act 2000: Section 19

# CATEGORIES OF INFORMATION PUBLISHED

* 1. The publication scheme guides you to information which we publish at any time, split into categories of information known as 'classes'(see Section 6 of this scheme).
	2. The classes of information that we undertake to make available are organised into three broad topic areas:
1. *Governors' Documents* - information published in the Governors' Annual Report and in other governing body documents.
2. *Pupils & Curriculum* - information about policies that relate to pupils and the school curriculum.
3. *School Policies* - information about policies that relate to the school in general.

# HOW TO REQUEST INFORMATION

* 1. Any requests for information must be in writing (including fax and e-mail) and has the name and correspondence address of the enquirer and has details of the information required. You can request a copy of the information you want from the contact detailed below.
	2. If the information you are looking for is not available via the scheme and is not on our website**,** you can still ask if we have it. You can contact the school by telephone, email or letter.

Contact Address:

# School Admin Officer,

**English Martyrs’ Catholic Primary School**

**Flint Street**

**London SE17 1QD**

**Email :** **office@englishmartyrs.southwark.sch.uk**

**Website:** [www.englishmartyrsrcprimary.co.uk](http://www.englishmartyrsrcprimary.co.uk)

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

# "PUBLICATIONS SCHEME REQUEST" (in bold CAPITALS).

1. **PAYING FOR INFORMATION**
	1. For single copies of information covered by this publication there is a £15.00 administration charge. 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 any additional cost before fulfilling your request.
	2. 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.

# CLASSES OF INFORMATION CURRENTLY PUBLISHED

* 1. **Information relating to the governing body** - this section sets out information published in Governing Body documents.

|  |  |
| --- | --- |
| **Class** | **Description** |
| **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 name of any person entitled to appoint any category of governor.
* Details of any trust.
* The date the instrument took effect.
 |
| **Minutes**  **of****meetings of the Governing Body and its committees** | Minutes from governors board and committee meetings |

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

|  |  |
| --- | --- |
| **Class** | **Description** |
| **Home - school****agreement** | Written 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. |
|  |  |
| **SRE Policy** | Written statement of policy with regard to sex education. |
|  |  |
| **Pupil Discipline** | Written statement of general principles on behaviour and discipline includingour anti bullying policy. |

* 1. **School Policies** - This section gives access to information about policies that relate to the school in general. All published policies are available on the school website.

|  |  |
| --- | --- |
| **Class** | **Description** |
| **Reports of****School Inspections under Sections 10 and 23 of the School Inspections Act 1996** | Report of an inspection of the school and the summary of the report. |
| **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 of which charges are permitted, for example music tuition, trips. |
| **School Day Times / Term times** | Details of school session and dates of school terms and holidays. |
| **Special****Education Needs** | Information about the school's policy on providing for pupils with special educational needs. |
| **Single Equality****Scheme** | Information about the school’s policy on ensuring equality for all adults and children and how this is monitored. |
| **Health and****Safety Policy** | Written 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. |
| **Safeguarding****Policy** | Statement of general principles on Child Protection |
| **Complaints****Procedure** | Statement of procedures for dealing with complaints. |
| **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. |

# FEEDBACK AND COMPLAINTS

* 1. 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 need to make a complaint then initially this should be addressed to;

# School Admin Officer,

**English Martyrs’ Catholic Primary School**

* 1. 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***

*Or*

# Enquiry/Information Line: 01625 545 745 /08456 306060 Mon to Friday 9am to 5pm.

**E-mail: Using the contact form held on the Information Commissioner's Office website** [**www.ico.gov.uk/Global/contact\_us.aspx**](http://www.ico.gov.uk/Global/contact_us.aspx)

