

St. Mary's Church of England Primary School, High Crompton



# Freedom of Information Publication Scheme

Written on: March 2014

Approved by Governors on: 5.6.14

Review: November 2017

## **Mission Statement**

To provide a fun, stimulating and excellent education which enables each child to achieve their full potential academically, spiritually, emotionally and socially in a safe, Christian environment.

## **Healthy School**

St. Mary's C of E Primary School is a Healthy School with healthy attitudes embedded in the curriculum and extra-curricular activities. Children are encouraged to be active and maintain healthy relationships with their peers and adults as well as making other choices about healthy lifestyles.

## **Building Learning Power Statement**

At St. Mary's, we encourage all pupils to build their own learning power. Building Learning Power emphasises the development of lifelong learning values and skills. We aim to ensure that all children develop persistence and curiosity for learning and become adventurous risk takers who are not afraid of the 'don't know' state of mind. At St. Mary's, children will develop the ability to take responsibility for their own learning and self-assess and be able to articulate themselves as a learner. They will have the opportunity to develop the ability to know what's worth learning, know how to face confusion and know the best learning tool for the job.

## **This is St. Mary's CE Primary School 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.

This publication scheme commits St. Mary's CE Primary School 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 St. Mary's CE Primary School

The scheme commits St. Mary's CE Primary School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by St. Mary's CE Primary School and falls within the classifications below.
- To specify the information which is held by St. Mary's CE Primary School 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 St. Mary's CE Primary School 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.

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 parents on our website to download and print off or 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**

This publication scheme is a means of showing how we are pursuing these aims.

1. To be an inclusive school and to put into practice in all aspects of our work that ensures that all learners are given equality of opportunity and treated fairly.
2. To promote and achieve high standards for all by providing teaching and learning of the highest quality.
3. To treat learners as individuals and to differentiate teaching and learning to take account of their individual needs.
4. To provide well for learners' physical, mental, personal, social, moral and cultural needs.
5. To provide well for learners care, health and safety.
6. To ensure that all learners benefit from a rich, broad, balanced curriculum presented in an interesting, exciting and imaginative manner with lots of opportunities for first-hand experience, practical work, investigation and learning through play.
7. To teach basic skills and core subjects well and to give great emphasis to the foundation subject and R.E.
8. To make connections between subjects and to apply basic skills across the curriculum.
9. To give responsibility to the learners and to develop their self-confidence by contributing to the community.
10. To make parents and the wider community equal partners with the school and to involve them in the evaluation of its success.
11. To build a Christian ethos marked by a welcoming, friendly, bright and lively happy place where learners feel secure. A school where good behaviour is expected and where learners enjoy growing up.
12. To make their school a place of enjoyment where success is encouraged, rewarded and celebrated.

## **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 seven broad topic areas:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

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 school 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 the school, information will be provided on the website.

Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the school 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 specified, 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 the school 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.

**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 website at [www.stmaryscecrompton.oldham.sch.uk](http://www.stmaryscecrompton.oldham.sch.uk))

Email: [info@stmaryscecrompton.oldham.sch.uk](mailto:info@stmaryscecrompton.oldham.sch.uk))

School Name: St. Mary's CE Primary School

Address: Rushcroft Road, High Crompton, Oldham, OL2 7PP

Telephone Number: 0161 770 8309

Fax Number: 01706 840560

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

Information held by the school that is not published under this scheme can be requested in writing, addressed to the **Office Manager**, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **5. Paying for information**

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 school for routinely published material will be justified and transparent and kept to a minimum.

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.

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

Single copies of information covered by this publication are provided free unless stated otherwise in a section 6 below. 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. Payment will be requested prior to provision of the information.

### **6. Classes of Information Currently Published:**

<b>Information to be published</b>	<b>How the information can be obtained</b> <i>(Hard copy only unless stated provided on the website)</i>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Website (School Prospectus)	
Who's who on the governing body and the basis of their appointment	Website and School Prospectus	
Instrument of Government	Hard Copy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website and School Prospectus	

School prospectus	Website	
Annual Report	Termly Headteacher Reports and Governing Body Minutes	
Staffing structure	School Prospectus - website	
School session times and term dates	Website/Prospectus/Newsletters	

<b>Class 2 - What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and Financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard Copy	
Capitalised funding	Hard Copy	
Additional funding	Hard Copy	
Procurement and projects	Hard Copy	
Pay policy	Hard Copy	
Staffing and grading structure	Hard Copy	
Governors' allowances	N/A	

<b>Class 3 What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School Profile Government supplied performance data The latest Ofsted report Summary Full report	Website	
Performance management policy and procedures adopted by the governing body.	Hard Copy	
Schools future plans	Hard Copy	
Every Child Matters - policies and procedures	Hard Copy	

<p><b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	<p>(hard copy only unless stated provided on the Schools website)</p>	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard Copy</p>	
<p>Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meetings</p>	<p>Hard Copy</p>	
<p><b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy*</li> <li>• Health and Safety*</li> <li>• Complaints procedure*</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies*</li> <li>• Staff recruitment policies</li> </ul>	<p>Policies published on the Website indicated by *</p> <p>Hard Copy for others</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs*</li> <li>• Single Equality Plan*</li> <li>• Collective worship</li> <li>• Behaviour Policy*</li> </ul>	<p>Policies published on the Website indicated by *</p> <p>Hard Copy for others</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> </ul>	<p>Hard Copy</p>	

<ul style="list-style-type: none"> <li>Records retention destruction and archive policies</li> <li>Data protection (including information sharing policies)*</li> </ul>		
<p>Charging regimes and policies. This includes details of any statutory charging regimes. Charging policies include charges made for information routinely published. They clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Website	

<p><b>Class 6 - Lists and Registers</b> (incl curriculum circulars, stationary instruments. Asset register etc) Currently maintained lists and registers only</p>	Hard Copy	
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<p><b>Class 7 - The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	(hard copy only unless stated provided on the Schools website)	
Extra-curricular activities	Website	
Out of school clubs	Website	
School publications	N/A	
Leaflets books and newsletters	Website	

<p><b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	(hard copy only unless stated provided on the Schools website)	
ICT Acceptable Use - Policy re the use of ICT within school for staff and students	Hard Copy	
Menus - Menus of food provided in the school	Website	
Newsletters - Termly Newsletter about school activities	Website	

and news		
Child Protection and Safeguarding Policy	Website	
Intimate Care Policy	Website	

*Our website is at [www.stmaryscecrompton.oldham.sch.uk](http://www.stmaryscecrompton.oldham.sch.uk)*

## **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, St. Mary's CE Primary School, Rushcroft Road, High Crompton, Oldham. OL2 7PP.**

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 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.ico.org.uk](http://www.ico.org.uk)**