

St. John Bosco RC Primary School



Freedom of Information Policy and Publication Scheme

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Freedom of Information Policy and Publication Scheme

Introduction

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public.

As a result, we at St. John Bosco RC Primary School have produced 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 is available electronically on our website for you to download and print.

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's Office (ICO).

1. The Aims of the Policy

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

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

2. Publication Scheme - 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'. Statutory, and additional contents the school have chosen to add, can be seen in our Publication Scheme in Appendix 1.

The classes of information that we undertake to make available are organised into the following area:

- **School Prospectus** - information published in the school prospectus
- **Governors' Documents** - information published in governing body 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.

3. How to Request Information

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email, fax or letter giving clear details of the information requested.

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Written notice of any fee will be provided to the enquirer before any information is supplied. Contact details are set out below:

Address: Bradford Avenue, Sunderland SR5 4JW

Telephone: 0191 5536921

E-mail: stjohn.bosco.primary@schools.sunderland.gov.uk

Web: www.stjohnboscosunderland.org.uk

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

If the information you are looking for is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor’s name and contact details; either postal address or email address for the response to be sent.

All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

4. Withholding Information

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a “public interest” exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

5. Paying for Information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using either a local library or an internet café.

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Single copies of information covered by this publication are provided free unless stated otherwise. If the Publication Scheme request or FOI 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 may be requested prior to provision of the information.

6. 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 regarding information you have received or been refused then initially this should be addressed to the Head teacher, St. John Bosco RC Primary School, Bradford Avenue, Sunderland SR5 4JW.

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:

The Case Reception Unit

Customer Service Team

Information Commissioner's Office

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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7. CLASSES OF INFORMATION CURRENTLY PUBLISHED

<i>School Prospectus - this section sets out information published in the school prospectus.</i>	
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"> ▪ The name, address and telephone number of the school and type of school ▪ The names of the Headteacher teacher and Chair of Governors ▪ Information on the school's Admission policy ▪ A statement of the school's ethos and values ▪ 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. ▪ Information on visits to the school by prospective parents

<i>Information relating to the governing body - this section sets out information published in Governing Body documents.</i>	
Class	Description
Governors' School Profile	<ul style="list-style-type: none"> ▪ The statutory contents of the governors' school profile is determined by the DfE and is available
Instrument Of Government	<ul style="list-style-type: none"> ▪ 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 the body entitled to appoint any category of governor ▪ Details of any trust ▪ Description of Catholic ethos ▪ The date the instrument takes effect
Minutes * of meeting of the Governing Body and its committees	<ul style="list-style-type: none"> ▪ Agreed minutes of meeting of the governing body and its committees (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.</i>	
Class	Description
Curriculum Policy	<ul style="list-style-type: none"> ▪ Statement on following the policy for the curriculum subjects and schemes of work and syllabuses currently used by the school
Relationship and Sex Policy	<ul style="list-style-type: none"> ▪ Statement of policy with regard to relationship and sex and education
Special Educational Needs Policy	<ul style="list-style-type: none"> ▪ Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	<ul style="list-style-type: none"> ▪ 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.
Race Equality Policy	<ul style="list-style-type: none"> ▪ Statement of policy for promoting race equality
Collective Worship	<ul style="list-style-type: none"> ▪ Statement of arrangements for the required daily act of collective worship
Child Protection Policy	<ul style="list-style-type: none"> ▪ Statement of policy for safeguarding and promoting welfare of pupils at the school
Pupil Discipline	<ul style="list-style-type: none"> ▪ Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

<i>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.</i>	
Class	Description
Published reports of Ofsted referring expressly to the school	<ul style="list-style-type: none"> ▪ Published report of the last inspection of the school and the summary of the report also inspection reports of religious education in those schools designated as having a religious character
Post Ofsted inspection action plan	<ul style="list-style-type: none"> ▪ A plan setting out the actions required following the last Ofsted inspection and an action plan following inspection of religious education where the school is designated as having a religious character
Charging and	<ul style="list-style-type: none"> ▪ A statement of the school's policy with respect to charges and remissions for any optional extra or

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Remissions Policies	board and lodging for which charges are permitted, for example school publications, music tuition, visits, extra-curricular activities
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 Procedure	▪ Statement of procedures for dealing with complaints
Curriculum circulars and statutory instruments	▪ Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Headteacher or governing body, relating to the curriculum

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8. FEEDBACK AND COMPLAINTS

a. 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 Business Manager

St. John Bosco RC Primary School

Bradford Avenue

Sunderland

SR5 4JW

b. 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: 0303 123 1113 Mon to Friday 9am to 5pm.

E-mail: Using the contact form held on the Information Commissioner's Office website

<https://ico.org.uk/global/contact-us/email/>