

St. Martin's Catholic Primary School



Freedom of Information Publication Scheme Statement

This policy should be read in the light of our:

- ❖ **Our Mission** to foster the personal development and academic achievement of each child by providing a caring and creative environment that adheres to the foundations and values of the Catholic Faith.
- ❖ **Our Vision** to inspire all to lead, through love and service, the life of purpose and excellence that God wants for us.

Approved by Committee:

March 16

Approved by FGB

May 16

Next Review date:

May 19

Freedom of Information Publication Scheme Statement

This publication scheme statement conforms to the model scheme for schools approved by the Information Commissioner. It is maintained by the governing body and will be valid until further notice. It sets out details of the information which the school will make available to the public as part of its normal business activities, as well as indicating how requests for other information can be made.

1. Introduction to the scheme

Under the Freedom of Information Act 2000, all public authorities should be clear about the information they will make public. This publication scheme commits St Martin's 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 the St Martin's Primary School. The scheme commits St Martin's Primary School:

- To proactively publish or otherwise make available as a matter of routine, information which is held by the school and falls within the classifications below.
- To specify the information which is held by the 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 the 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.

2. Classes of Information Published

This publication scheme gives guidance to the information the school currently publishes. This is split into six categories of information known as classes:

- a) Who we are and what we do?
Organisational information, locations and contacts, constitutional and legal governance.
- b) What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- c) What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.

d) How we make decisions.

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

e) Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

f) Lists and Registers.

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

g) The services we offer

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

More detail of the information published under each of these classes (other than g.) is set out in the appendix to this statement.

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.

3. 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 St Martin's Primary School, information will be provided or made accessible on our website. Where it is impracticable to make information available or accessible 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 equalities 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. 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. Any charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed through the school's website will be provided free of charge. Single copies of information covered in this information scheme will generally be provided free, unless large volumes of photocopying or printing are involved, or large postage costs or the request is for a priced item such as a publication or video. 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 or copying the information including staff time

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.

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.

5. How to request information

For information included in the publication scheme

Paper copies of the information set out in school's publication scheme can be obtained, where appropriate, by visiting the school's website by can be requested by telephone, e-mail, or letter. Contact details are set out below:

E-mail: admin@stmartins.reading.sch.uk

Telephone: 0118 937 5544

Contact name and address:

The Headteacher,
St Martin's Primary School,
Pendennis Avenue,
Caversham Park Village,
Reading, Berkshire, RG4 6SS

To help us process your requests more quickly, any correspondence should be clearly marked "Publication Scheme Request".

For information not included in the publication scheme

Information held by the school that is not published under this scheme can be requested, and the school will consider providing the information requested in accordance with the provisions of the Freedom of Information Act.

The Governing Body has delegated to the Headteacher the day-to-day responsibility for the school's freedom of information policy, and the provision of advice, guidance, publicity and interpretation of that policy.

Accordingly, any request for information not set out in the publication scheme should be made in writing to:

The Headteacher,
St Martin's Primary School,
Pendennis Avenue,
Caversham Park Village,
Reading, Berkshire, RG4 6SS

To help us process any request more quickly, any correspondence should be clearly marked "Freedom of Information Request".

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, then this should be addressed in the first instance to:

The Chair of Governors,
St Martin's Primary School,
Pendennis Avenue,
Caversham Park Village,
Reading, Berkshire, RG4 6SS

or alternatively, by e-mail to the clerk to the governing body c/o admin@stmartins.reading.sch.uk

If you are not satisfied with the assistance that you get or the school has 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 Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire SK9 5AF

Enquiry/Information Line: 01625 545 700

Website: www.informationcommissioner.gov.uk.

Appendix:

Guide to information available from St Martin's Primary School under the model publication scheme (Items italicised in the process of being placed on the school website but available through the school office in the meantime)

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the school	School website/School Office	FOC
Who's who on the governing body and the basis of their appointment	School website	FOC
Instrument of Government/IEB Terms of Reference	Hard copy on request	FOC
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone numbers and e-mail address)	School website	FOC
School Prospectus	School website Hard copy on request	FOC
Staffing structure	Electronic copy available on request	FOC
School session times and term dates	School website/School Office	FOC

Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it (Financial information relating to projected income and actual income and expenditure, procurement, contracts and financial audit)		
Annual budget plan and financial statements	Hard copy on request	POA
Pay policy	Hard copy on request	POA
Charging policy	School website	FOC
Governors' allowances	School website	FOC

Information to be published	How the information can be obtained	Cost

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
School profile <ul style="list-style-type: none"> • Latest OFSTED report 	School website	FOC
Performance management policy and procedures adopted by the governing body	Electronic copies available on request	FOC
School Development Plan	Hard copy on request	POA
Statutory information	School website	FOC

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years		
Admissions policy	Electronic copy on request/ School website	FOC
Agendas of meetings of the governing body and its sub committees	Hard copies available on request	POA
Minutes of meetings above (as above) nb – this will exclude information that is properly regarded as private to the meetings	Reference copies available in School Office	POA

Information to be published	How the information can be obtained	Cost
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including <ul style="list-style-type: none"> • Charging Policy • Health and Safety • Complaints Policy • Allegations of Abuse against Staff • Equality Policy • Admissions Policy • Safeguarding and Child Protection Policy • Supporting Pupils in School with Medical Conditions • Behaviour for Learning Policy • Exclusion Policy 	School website	FOC

<ul style="list-style-type: none"> Educational Visits 		
<p>Student and curriculum policies including:</p> <ul style="list-style-type: none"> Home school agreement Curriculum Statement Education in Personal Relationships Policy Accessibility Plan Inclusion Policy Collective Worship Policy Teaching and Learning Policy Assessment Policy More Able, Gifted and Talented Policy 	School website	FOC
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> Data Protection Policy and Data protection Privacy Notice 	School Website	FOC

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only		
Asset Registers	Electronic copies on request	FOC
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copies on request	POA
Information to be published	How the information can be obtained	Cost

Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	School website	FOC
School publications eg newsletter	School website	FOC
Services which the school is entitled to recover a fee, together with those fees	School website	FOC

Schedule of Charges

This describes how the charges have been arrived and are published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 2p per sheet (black and white) plus cost of staff time @ £12 per hour	Actual cost
	Photocopying/printing @ 20p per sheet (colour) plus cost of staff time @ £12 per hour	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
FOC	Free of charge	
POA	Price on Application	