St Catherine's Catholic Primary School

"Loving and Learning Together as Jesus taught us"

Freedom of Information Act

Date of policy review: October 2024
Next review: October 2027

Policy Reviewed & Passed by the Governors
Key Person Responsible: Maureen Kelly

Publication Scheme on Information Available under the Freedom of Information Act 2000

1. Introduction: what a publication scheme is and why it has been developed

1.1 This publication scheme has been written with regard to the Freedom of Information Act (2000) and the Data Protection Act (1998). We conform to both these acts when responding to Freedom of Information enquiries.

1.2 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.

1.3 To do this we must produce 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.

1.4 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on our website to download and print off or available in paper form.

1.5 Some information which we hold may not be made public, for example personal information.

1.6 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

2.1 The school aims to:

<u>Build on our</u>

- High standards of social, emotional, academic, creative and physical achievements
- Delivery of stimulating and high quality teaching and learning
- Welcoming and caring school community

<u>By providing</u>

- A safe and happy school where children are listened to and their contributions valued
- A school where children have a positive and successful learning experience
- An inclusive school, which celebrates diversity and is accessible to all
- A school which promotes excellent behaviour, where bullying, racism and sexual harassment are not tolerated

By encouraging children to

- Do their best through praise and celebration of effort and achievement
- Have respect for themselves, others and the world in which they live
- Work individually and be effective communicators

By having effective partnerships with

- All children
- Their parents/carers and other family members
- The local community

Thereby ensuring our leavers take with them

- The desire, curiosity, confidence and skills to continue to learn
- Friendships and the ability to form positive partnerships
- Happy memories, ambitions and dreams

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

3. Categories of information published

3.1 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.

3.2 The classes of information that we undertake to make available are organised into six broad topic areas:

- *School Website*
- *Pupil Attainment for end of Key Stage 1 for the previous year*
- *Information about Attendance for the previous academic year*
- *Information relating to the Governing Body* – 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.

4. How to request information

4.1 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.

- Email: office@stcatherines.barnetmail.net
- Tel: **0208 440 4946**
- Contact Address: **St Catherine's Catholic Primary School**
  Vale Drive
  Barnet EN5 2ED
- Website: www.st-catherines.barnet.sch.uk

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST" FAO: Maureen Kelly – Head Teacher** (in CAPITALS please)

4.2 If the information you're looking for isn't available via the scheme [and isn't on our website], you can still contact the school to ask if we have it.

4.3 Under the FOIA, we are required to respond to any written request within 20 days. If we are unable to answer your specific question within that time we will write to you to let you know why and when we will be able to.

5. Paying for information

5.1 Information published on our website and Managed Learning Environment 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.

5.2 Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

6.1 Information relating to the governing body – this section sets out information published in governing body documents.

Class	Description
Pupil Attainment	Attainment for end of Key Stages for the previous academic year is published on the Website. The data also appears on the Ofsted School Data Dashboard.
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 term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • If the school has a religious character, a description of the ethos

	• The date the instrument takes effect
Minutes[1] of meeting of the governing body and its committees*	Agreed minutes of meetings of the governing body and its committees *[current and last full academic school year].*

6.2 Pupils & Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Learning and Teaching Policy	Statement of the school's policy and approach to learning and teaching.
Home – school agreement*	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.
Sex & Relationships Education Policy*	Statement of policy with regard to sex and relationship education.
Behaviour Policy*	Statement of policy with regard to pupil discipline, including rewards and sanctions.
Anti-bullying Policy	Information on the school's policy for dealing with incidents of bullying and for preventing bullying from taking place.
Inclusion Policy*	Information about the school's policy on providing for pupils with special educational needs, children with English as an additional language and those identified as Gifted & Talented or More Able.
Accessibility Plans*	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.
Equality Policy*	Statement of policy for promoting race equality.
Collective Worship*	Statement of arrangements for the required daily act of collective worship.
Safeguarding & Child Protection Policy*	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Calculation Policy	Outlines the school's approach to the teaching of calculation strategies.

[1] Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

(*) Indicates statutory policy

Admissions	Outlines procedure and information related to Admission to the School.
Medical Needs	Outlines recommendations and guidelines for administering medicine for children in school.
Homework	Outlines how homework is administered in the school.
Attendance	Outlines how attendance is monitored within the school.
Settling In	Outlines how new children are admitted to the school.
Pupil Assessment	Outlines how assessment informs practice and how we use the information.
Marking & Presentation	Outlines the school expectations for Marking and Presentation.
E Safety	Outlines the school information related to safe internet and computer use.

6.3 School Policies and other information related to the school - This section gives access to Information about policies that relate to the school in general.

Class	**Description**
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character.
Ofsted inspection Self-Evaluation Form[1]	A Summary of the School SEF.
Charging Policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips.
Financial Management Policy	Statement of procedures adopted by the governing body relating to the management of the school's finances, detailing processes, roles and responsibilities.
School session times and term dates	Details of school session and dates of school terms and holidays.
Health and Safety Policy and risk assessments	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.
Staff Appraisal	Policy of procedures adopted by the governing body relating to the Appraisal of Teaching Staff.

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Staff Conduct, Discipline and Grievance Within *Safeguarding & Child Protection Policy*	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance .
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.

7. Feedback and Complaints

7.1 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 wish to make a complaint then initially this should be addressed to the school office.

7.2 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 FOIA 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 1231113

Website: www.ico.org.uk

8 Monitoring

8.1 The governing body is responsible for maintenance of this scheme. This responsibility has been delegated to the Personnel Committee.

8.2 This policy will be reviewed on a three-year basis.

Information Commissioner's Office
Promoting public access to official information and protecting your personal information

Data Protection Good Practice Note
Taking Photographs in Schools

Aim of this guidance

This Good Practice Guidance is aimed at Local Education Authorities and those working within schools, colleges and universities. It gives advice on taking photographs in educational institutions and whether doing so must comply with the Data Protection Act 1998.

Recommended Good Practice

The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos which provide many with much pleasure.

Where the Act does apply, a common sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance.

- Photos taken for official school use may be covered by the Act and pupils and students should be advised why they are being taken.
- Photos taken purely for personal use are exempt from the Act.

Examples

Personal use*:*

- A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply.

- Grandparents are invited to the school nativity play and wish to video it. These images are for personal use and the Data Protection Act does not apply.

Official school use*:*

- Photographs of pupils or students are taken for building passes. These images are likely to be stored electronically with other personal data and the terms of the Act will apply.

- A small group of pupils are photographed during a science lesson and the photo is to be used in the school prospectus. This will be personal data but will not breach the Act as long as the children and/or their guardians are aware this is happening and the context in which the photo will be used.

Media use*:*

• A photograph is taken by a local newspaper of a school awards ceremony. As long as the school has agreed to this, and the children and/or their guardians are aware that photographs of those attending the ceremony may appear in the newspaper, this will not breach the Act

Further Information

If you need any more information about this or any other aspect of data protection, please contact us.

Phone: 0303 123 1113

E-mail: please use the online enquiry form on our website

Website: www.ico.org.uk

Tracking

DfE Stat Policy	Best Practice	Web	MyUSO	Signed by Staff
✓	-	✓	-	-