



# Freedom of Information Publication Scheme

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Approved by: **Governing Body**

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## Introduction

### What a Publication Scheme is and why it has been developed

This is St Clement's Catholic Primary School Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

The governing body is responsible for maintenance of this scheme.

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 format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The format in which the information will be made available and
- Whether the information is available free of charge or on payment.

The policy and scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the school.

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).

## Aims

It is our aim at St Clement's Catholic Primary School to create a happy, caring and inclusive learning environment where all members of the school community have the opportunity to develop in confidence to their full potential within a setting in which they feel valued and equipped for the next steps on the road to lifelong learning.'

We will do this by:

- Fostering respect for one another, the school environment and the local community.
- Having high expectations of both behaviour and achievement in all areas.
- Striving to ensure equal opportunity for everyone, regardless of gender, ethnic and cultural backgrounds, beliefs and intellectual and physical ability.
- Using a variety of teaching methods to deliver the Foundation Stage Curriculum and the National Curriculum.
- Allowing learners to engage in a range of practical and meaningful tasks that address different learning styles.
- Encouraging 'risk' taking, promoting independent learning thereby accepting some responsibility for their own progress.



- Striving to develop positive home/school links and actively involving parents in the life and work of the school.
- Liaising with local schools and the community as a whole.
- Taking all opportunities to develop positively.

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

## 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 four broad topic areas:

School Prospectus and New Starter information	Information published in the school prospectus.
Governors' Documents	Information published in the School Profile and in other governing body documents.
Pupils & Curriculum	Information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.
School Policies and other information related to the school	Information about policies that relate to the school in general.

## 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 or letter. Contact details are set out below.

Telephone:	0208 393 8789
Email:	<a href="mailto:office@stclements.surrey.sch.uk">office@stclements.surrey.sch.uk</a>
Contact Address:	St Clement's Catholic Primary School Fennells Mead Ewell Epsom KT17 1T

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

**“FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST” (in CAPITALS please)**



If the information you are looking for is not available via the scheme and it is not on our website you can still contact the school to ask if we have it.

## 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.

## How to Pay for Information

Single copies of information covered by this publication are provided free unless stated otherwise.

If your request means that we have to do a considerable amount 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.



## Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
<b>School Prospectus / Website</b>	<ul style="list-style-type: none"><li>• statement on the school's ethos and values</li><li>• the name, address, website and telephone number of the school, and the type of school</li><li>• the name of the head of school and governors</li><li>• information about the school's policy on admissions</li><li>• information about the school's policy on providing for pupils with special educational needs</li></ul> <p><b>Plus loose leaf information</b></p> <ul style="list-style-type: none"><li>• information on the school policy on admissions</li><li>• a statement of the school's aims</li><li>• National Curriculum assessment results for appropriate key stages with national summary figures</li><li>• The arrangements for visits to the school by prospective parents</li></ul>

St Clement's Catholic Primary School Folder – information sent with the letter offering a place.

Class	Description
<b>St Clement's Catholic Primary School Folder</b>	<ul style="list-style-type: none"><li>• the name, address, website and telephone number of the school, and the type of school</li><li>• the name of the head teacher</li></ul> <p><b>Plus loose leaf information</b></p> <ul style="list-style-type: none"><li>• school term dates, times, attendance and punctuality</li><li>• staff and governors</li><li>• uniform</li><li>• accessibility plan</li><li>• Charging and Remissions Policy</li></ul>



## The School Profile and Other Information Relating to the Governing Body

This section sets out information published in the School Profile and in other governing body documents.

<b>Class</b>	<b>Description</b>
<b>The School Profile</b>	<p>The statutory contents of the School Profile are as follows, (other items maybe included if populated by the DfES):</p> <ul style="list-style-type: none"><li>• What have been our successes this year?</li><li>• What are we trying to improve?</li><li>• How have our results changed over time?</li><li>• How are we sure that we are meeting the needs of individual pupils?</li><li>• How do we make sure our pupils are healthy, safe and well supported?</li><li>• What activities are available to pupils?</li><li>• How are we working with parents and the community?</li><li>• What have pupils told us about the school, and what have we done as a result?</li><li>• What do our pupils do after leaving this school?</li><li>• What have we done in response to Ofsted?</li></ul>
<b>Instrument of Government and Constitution Details</b>	<ul style="list-style-type: none"><li>• The name of the school</li><li>• The category of the school</li><li>• The name of the governing body</li><li>• The manner in which the governing body is constituted</li><li>• The term of office of each category of governor if less than 4 years</li><li>• The name of anybody entitled to appoint any category of governor</li><li>• Details of any trust</li><li>• If the school has a religious character, a description of the ethos</li><li>• The date the instrument takes effect</li></ul>
<b>Minutes Part 1 of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]</p>



## Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
<b>Home - School agreement</b>	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
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>Relationship and Sex Education Policy</b>	Statement of policy with regard to relationship and sex education
<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs
<b>RE Policy</b>	Information on the school's policy and the right of parents to withdraw children.
<b>Policy for Responding to Parents' Concerns</b>	Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern. The Surrey County Council leaflet 'Responding to Parents' Concerns' is available for on the website.
<b>Accessibility Plans</b>	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.
<b>Race Equality Policy</b>	Statement of policy for promoting race equality
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school. (from March 2004)
<b>Pupil Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.





## School Policies and other Information Related to the School

This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
<b>Published reports of Ofsted referring expressly to the school</b>	Published report of the last inspection of the school and the letter to the children from the lead inspector.
<b>Charging and Remissions Policies</b>	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
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy and risk assessment</b>	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
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints
<b>Performance Management of Staff</b>	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum



## 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:

### **Chair of Governors Mr J Cook at St Clement's Catholic Primary School.**

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.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)