

ST THOMAS MORE CATHOLIC SCHOOL

POLICY ON: Freedom of information Act

School Mission Statement: *“To guide and encourage students to be responsible, caring and confident in a climate of Gospel values where they can realise their full potential and celebrate each other’s success”.*

INTRODUCTION

One of the aims of the Freedom of Information Act 2000, (referred to as the FOIA throughout 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.

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

- The classes of information which we publish or intent to publish.
- The manner in which the information will be published
- 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 information which we hold may not be public, for example personal information.

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

AIM AND OBJECTIVES

St Thomas More is a faith school and Christian values exemplified by the life and teaching of Jesus Christ will be our foundation for learning and behaving in the following ways:

As a faith school we will aim to:

- a) Serve the community
- b) Create opportunities for spiritual response in all our pupils and provide a counterbalance to some of the materialist and secularist influences in society.

This publication scheme is a means of showing how we pursue 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 later in this policy.

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

- School Prospectus – information published in the School Prospectus.
- Governors’ documents – information published in the Governors’ School Profile and in other 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.

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:

Email: postbox@st-thomasmore.walsall.sch.uk

Fax: 01902 630380

By post: St Thomas More Catholic School, Darlaston Lane, Willenhall, WV14 7BL

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

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

PAYING FOR INFORMATION

Single copies of information by this publication are provided free of charge unless stated otherwise in Section 6. If your request involves a large amount of photocopying or printing, or incurs a large postage charge, or is for a priced item, eg some printed publications or DVD/CD, we will let you know the cost before fulfilling your request.

CLASSES OF INFORMATION CURRENTLY PUBLISHED

School Prospectus

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):

- The name, address and telephone number of the school, and the type of school.
- The names of the Headteacher and Chair of Governors
- Information on the school policy on admissions
- As statement of the school’s ethos and values
- Details of any affiliations with a particular religion or religious denomination. The religious education provided, parents’ right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.
- 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.

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 four years.

- The name of anybody entitled to appoint any category of governor.
- Details of any trust
- If the school has a religious character, a description of the ethos
- The date the instrument takes effect

1. Minutes of meetings of the Governing Body and associated Committees

- Agreed Minutes of meetings of the Governing Body and associated Committees (current and last full academic school year) unless there is a requirement that these are confidential.
- Governors Allowance Policy
- **Published reports of Ofsted referring expressly to the school and Section 23/Section 48-** Published report of the last inspection of the school and the summary of this report; the Section 48 report for the Diocese.

2. Pupils & Curriculum Policies

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

- Admission policy
- Attendance policy
- **Curriculum policies regarding:**

Family Life Education, Homework, Literacy, Numeracy, Special Educational Needs, Spelling.

Pupil policies regarding:

E-safety, Exclusions, Prevention of Bullying, Race Equality, Careers' Education & Guidance, Charging Policy, Child Protection Policy, Confiscation, Disability, Equality and Accessibility Plan, School Uniform, Work Experience, Changing of remission policy..

- **School session times and term dates**

Details of school session times and dates of school terms and holidays. Health & Safety Policy and Risk Assessment statement of general policy with respect to health safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.

- **Complaints Procedure**

School has a formal complaints procedure. (see Complaints policy)

- **Pay policy and staffing structure**
- **Performance Management of Staff**

Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.

- **Staff Conduct, Discipline and Grievance**

Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

- **Special Needs Policy**

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.

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 deals with formal complaints. The Information Commissioner can be contacted at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Enquiry information line: 01625 545 700

Email: publications@ic-foi.demon.co.uk

Website: www.infomationcommissioner.gov.uk