

Policy

Freedom of Information

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Our Purpose

The work of the school is the spiritual, moral, intellectual, aesthetic and physical development of each pupil. It seeks to put Christ at the centre of every activity, worship, learning and service to others.

This policy was adopted by the Governing Body

Signature:

A handwritten signature in black ink, appearing to read 'R Lavery', written over a horizontal line.

Mr R Lavery, Chair of Governing Body

Date:

5/10/2011

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Guide to information available from St Mary’s Catholic High School under the model publication scheme

The Freedom of Information Act (FOIA) requires all public authorities, including schools, to adopt and maintain a publication scheme. The following generic model, adapted by the Commissioner’s Office for schools, is formally adopted annually by the Governing Body.

Information to be published	How the information can be obtained (for example website, hard copy, visit to school by appointment)
Class 1 - Who we are and what we do	
'Who's Who' in the school	Hard copy on request from HR Manager. To be included on the school website 2011-12.
'Who's Who' on the Governing Body and the basis of their appointment	Hard copy on request from Clerk to Governing Body. To be included on the school website 2011-12.
Instrument of Governance	Hard copy on request from Clerk to Governing Body.
Contact details for the Headteacher, Chair of Governors and members of the Governing Body	E-mail address / telephone numbers on request from PA to Senior Management Team. General contact details available on the school website.
School Prospectus	Website / Learning Platform / hard copy on request from PA to Senior Management Team.
Governors' Annual Report	Website / Learning Platform / hard copy on request from PA to Senior Management Team
Staffing Structure	Hard copy on request from the Headteacher
School Calendar and term dates	Pocket printed calendar distributed to all staff and parents in September / Website / Learning Platform

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Class 2 – What we spend and how we spend it (Current and previous financial year as a minimum)	How the information can be obtained (for example website, hard copy, visit to school by appointment)
Annual budget plan and financial statements	Annual budget approved by Governors. Hard copy on request from School Business Manager
Capital funds and capital projects	In person – by appointment with the Headteacher or School Business Manager
Additional funding	Hard copy on request from School Business Manager
Procurement and projects	In person – by appointment with the Headteacher or School Business Manager
Pay Policy	Learning Platform / hard copy on request from HR Manager
Staffing and grading structure	Hard copy on request from Headteacher
Governors' allowances	On request from Clerk to Governing Body
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews - current information as a minimum)	How the information can be obtained (for example website, hard copy, visit to school by appointment)
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report 	Publications section of Website / hard copy on request from Headteacher

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- Summary - Full report	
Performance management policy and procedures adopted by the governing body.	Learning Platform or hard copy on request from HR Manager
Schools future plans	School Development Plan: Learning Platform Hard copy on request from Headteacher
Every Child Matters – policies and procedures	Learning Platform / School Policy section of Website
Class 4 – How we make decisions (Decision making processes and records of decisions - current and previous three years as a minimum)	How the information can be obtained (for example website, hard copy, visit to school by appointment)
Admissions policy/decisions (not individual admission decisions)	Hard copy – Clerk to Governing Body Policy also available on the website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy – Clerk to Governing Body
Minutes of meetings (as above - this will exclude information that is properly regarded as private to the meetings).	Hard copy – Clerk to Governing Body
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities - current information only)	How the information can be obtained (for example website, hard copy, visit to school by appointment)

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<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety / Medication • Complaints procedure • Staff safe working practices guidance • Discipline, grievance and capability policies • Equality and diversity (including equal opportunities) policies • Staff recruitment policies • Community cohesion 	<p>Website and Learning Platform – hard copy on request from School Business Manager</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Child Protection • Behaviour Management • Safe use of ICT • Curriculum • Sex education • Inclusion • Accessibility • Race equality • Collective worship • Pupil discipline 	<p>Website and Learning Platform – hard copy on request from School Business Manager</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>On request from the Headteacher Guidance for schools adhered to – hard copy held by School Business Manager</p>

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<p>Class 6 – Lists and Registers (Currently maintained lists and registers only)</p>	<p>To view in school by appointment with the Headteacher.</p>
<p>Curriculum circulars and statutory instruments</p>	
<p>Disclosure logs</p>	
<p>Asset register</p>	
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses and charges that may apply - current information only)</p>	
<p>Extra-curricular activities, out of school clubs, community use (including charges), voluntary aided contribution scheme</p>	<p>Website / Learning Platform / hard copy on request from the School Business Manager</p>

CONTACT: queries to be directed to Mrs G Osborne, School Business Manager, email: osbornq01@leedslearning.net. Telephone: 01943 883000