

St. Francis' Catholic Primary School



**Freedom of Information
&
Record Management
September 2016**

Approved by Governors: September 2016
Review date: July 2018

Mission Statement

Peace

Love

Knowledge

"As followers of Jesus and St Francis we pray that we are instruments of peace, learning to love and be loved, embracing our differences and Striving for excellence in all we do. Amen"

The governing body is responsible for maintenance of this scheme.

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

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 to promote a culture of openness and accountability.

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.*

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 made public, for example personal information.

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

2. Aims and Objectives

We aim to:

- Celebrate our Catholic faith and to encourage children to be confident in their relationship with God.
- Provide a broad and balanced curriculum for all children, allowing them to develop their full potential academically, physically and socially.
- Work in partnership with the Parish Community and our families to prepare children for their future life.
- Create a caring and secure environment in which teaching and learning can flourish for all children and staff

3. 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:

Information published in the school prospectus.

Governors' Documents:

information published in the School Profile

Pupils & Curriculum:

Reports and in other governing body documents.

Information about policies that relate to pupils and

4. 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 are set out below.

Email: info@st-francis.newham.sch.uk
Tel: 020 8534 0476
Fax: 020 8555 5068
Contact Address: **St Francis' Catholic Primary School,**
Maryland Park, London E15 1HB

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please). Requests will be dealt with within 20 working days excluding school holidays.

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

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

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. If a fee is charged you will have 3 months in which to pay and the information will be provided once the fee has been paid. This time period does not count towards the 20 day limit.

6. Classes of Information Currently Published

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

| Class | Description |
|--------------------------|--|
| 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): <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the head teacher and chair of governors• information on the school policy on admissions• a 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 pupil's authorised and unauthorised absences• National Curriculum assessment results for appropriate Key Stages, with national summary figures |

| | |
|--|--|
| | <ul style="list-style-type: none"> The arrangements for visits to the school by prospective parents |
|--|--|

Governors' Annual Report (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.

| Class | Description |
|--|--|
| School Profile | <ul style="list-style-type: none"> The profile is produced in line with statutory guidelines |
| Instrument of Government | <ul style="list-style-type: none"> 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 Details of any trust 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 <i>[current and last full academic school year]</i> |

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

| Class | Description |
|--------------------------------|---|
| 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 Education Policy | Statement of policy with regard to sex and relationship education |
| Special Education Needs Policy | Information about the school's policy on providing for pupils with special educational needs |
| Equalities Policy | Statement of policy for promoting race equality |
| Child Protection Policy | Statement of policy for safeguarding and promoting welfare of pupils at the school |
| Pupil Discipline Behaviour | Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. |

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

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 the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character |
| Post-Ofsted inspection action plan | A post-Ofsted action plan comprising of plans to meet the areas of further development identified after an Ofsted inspection |
| Charging and Remissions Policies | 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, educational visits |
| School session times and term dates | Details of school session and dates of school terms and holidays |
| Health and Safety Policy and risk assessment | 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 |
| 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 head teacher 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 |
| Curriculum circulars and statutory instruments | Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum |
| Appendix A - Other documents | Appendix A provides a list of other documents that are held by the school and are available on request |

7. 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 Ms Natasha Scott, 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 that deals with formal complaints. They can be contacted at:

Information Commissioner, FOI Compliance Team (complaints), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

St Francis' Catholic Primary School
Records Management Policy
Appendix A to Freedom of Information Act Policy

The School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

1. *Scope of the policy*

- 1.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- 1.2 Records are defined as all those documents that facilitate the business carried out by the school and which are thereafter retained for a set period to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- 1.3 A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research.

2. *Responsibilities*

- 2.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher. The Headteacher will establish appropriate administrative procedures, including record retention guidelines.
- 2.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.
- 2.3 Individual staff and employees will ensure that records for which they are responsible are accurate, and are maintained, accessed and disposed of in accordance with the school's arrangements.
- 2.4 Complaints from members of the public about freedom of information issues will be processed in accordance with the school's complaint procedures.
- 2.5 Charging - single copies of information will be provided free unless a request entails a lot of photocopying or postage charges. Members of the public requesting information will be informed of any charges as soon as they are known. Such charges that are levied will only be to cover costs involved in providing the information that has been requested.

3. *Relationship with existing policies*

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy

and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

St Francis' Catholic Primary School
Freedom of Information Publication Scheme
Appendix B - Further documents held by the school

See School Policy File
Policy Review Timetable

1. Mission Statement
2. Planning Sheets, Monitoring Policy, **Appraisal (incorporating staff discipline, conduct and grievance Policy** (Performance Management Policy), CPD Policy
3. Teaching and Learning Policy and Guidelines, Curriculum allocation and Maps, Assessment and Marking Policy, Homework Policy
4. Child Protection, E-Safety Policy, Looked After Children Policy, **Behaviour Policy**, Anti Bullying Policies, Attendance Policy, Critical Incident Plan, Confidentiality Policy
5. Foundation Stage Policy, **Home School Agreement**
6. R.E. Policy, PSHCE, **Sex Education Policy**, Drugs Awareness, Food Policy
7. English, including handwriting and spelling
8. Maths, Science and ICT Policies and Strategy, Acceptable Users Policy
9. Creative Arts Policy, PE, Music, Art and Design, Design & Technology Policies.
10. History, Geography, Modern Foreign Languages (MFL)
11. **Special Educational Needs** / Inclusion, Gifted and Talented Policies, EMA, Mid Phase Admissions
12. Equal Opportunities Statement, **Public Sector Equality Duty**, (incorporating Gender Eq Race and Disability Equality Scheme, Whistle Blowing Policies, **Complaints Procedure**
13. **Health and Safety**, Fire Procedures, Educational Visits
14. Financial Administration, Disposal of Assets Policies, **Charging, Remission and Lettings, Freedom of Information, Data Protection Policy**, Best Value Statement, Green Procurement
15. **Teachers' Pay Policy**, Cover Arrangements
16. **Other Statutory Policies / Arrangements / Procedures**
Admissions Arrangements
Central record of recruitment and vetting checks
Governors allowances (scheme for paying)
Instrument of government
Minutes of papers considered at meetings of the Governing Body / Committees
Register of Business Interest

All policies in bold are statutory