



ALL SAINTS

CATHOLIC COLLEGE

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Freedom of Information Policy and Publication Scheme

Approved by:	Board of Governors	Date: July 2018
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Last reviewed on:	July 2018
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Next review due by:	July 2019
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1. Introduction: what is a publication scheme 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 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 must be paid for

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

Some information that 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.

The Board of Governors is responsible for maintenance of this scheme.

2. Aims and Objectives

The school aims to:

- Enable every child to fulfil their potential, with education that meets the needs of each child,
- Help every child develop their skills, knowledge and personal qualities needed for life and work

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

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'.

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 Board of Governors documents.
- Students & Curriculum - information about policies that relate to students and the school curriculum.
- Policies and other information related to the school - information about policies that relate to the school in general.

4. How to request information

Many of the documents are available on our website. You will find our website at <https://www.allsaintscc.org.uk/>

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;

Email: info@allsaintscc.org.uk/

Tel: 020 8969 7111

Contact Address: All Saints Catholic College, 75 St. Charles Square, W10 6EL

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**

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.

5. Paying for information

Information published on our website 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.

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.

6. Classes of Information Currently Published

6.1 Who we are and what we do

Organisational information, structures, locations and contracts

- Instrument of Government

The instrument of Government is the document that records the name and category of the school and determines the constitution of the Board of Governors.

- School Information

In accordance with School Information legislation which specifies information schools must publish online, the following information is available on our website:

- School contact details
- Admission arrangements
- Ofsted reports
- Exam and assessment results
- Performance tables
- Curriculum
- Behaviour policy

- School complaints procedure
 - Pupil premium
 - Year 7 literacy and numeracy catch-up premium
 - PE and sport premium for primary schools
 - Special educational needs (SEN) and disability information
 - Careers programme information
 - Equality objectives
 - Charging and remissions policies
 - Values and ethos
 - Requests for paper copies
- Board of Governors

Up to date details of governance arrangements are published online including

- the structure and remit of the governing body and any committees, and the full names of the chair of each
- for each governor who has served at any point over the past 12 months
 - their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),
 - relevant business and pecuniary interests (as recorded in the register of interests) including:
 - ❖ governance roles in other educational institutions;
 - ❖ any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)
 - their attendance record at governing body and committee meetings over the last academic year.

6.2 What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- Current and previous year budget plan
- Details of capital funding and expenditure over £2,000
- Financial audit reports
- Pay Policy Staffing structure

6.3 What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

- School profile
 - Government-supplied performance data
The latest Ofsted report
 - Performance management Policy
 - Summary of school's future plans
 - Safeguarding and Child Protection Policy

6.4 How we make decisions

Decision making processes and records of decisions, available for the current and previous three years.

- Admissions policy/ decisions
- Agendas and minutes of meetings of the Board of Governors and its committees, excluding information that is properly regarded as private to the meetings

6.5 Our policies and procedures

Currents written protocols, policies and procedures for delivering our services and responsibilities.

- School policies, procedures and documents that the school is required to have by statute
- Records management and personal data policies
- Charging regimes and policies

6.6 Lists and registers

Currently maintained lists and registers only

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset registers
- Any information the school is currently legally required to hold in publicly available registers

6.7 The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

- Extra-curricular activities
- Out of school clubs Services for which the school is entitled to recover a fee, together with those fees
- Leaflets, booklets and newsletters

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 the

Chair of the Board of Governors
All Saints Catholic College
75 St. Charles Square
London
W10 6EL

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
Enquiry/ Information Line: 0162 554 5700
Email: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk