

St Chad's Catholic Primary School Publication Scheme on information available under the Freedom of Information Act 2000

The academy committee is responsible for maintenance of this scheme.

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

The main aim 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 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 either available for you on our website to download and print off or available in paper form where stated.

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

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the 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'. These are contained in section 6 of this scheme.

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

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures
- Lists and registers

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, or you can visit our website at www.st-chads.dudley.sch.uk

Email: info@st-chads.dud.dudley.sch.uk

Tel: 01384-818720

Fax: 01384-818768

Contact Address: **St Chad's Catholic Primary School, Catholic Lane, Sedgley, Dudley, West Midlands. DY3 3UE**

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

If the information you're looking for isn't 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 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. Where there is a charge this will be indicated to you when replying to your request.

This guidance gives examples of the kinds of information it would be good practice to provide. The guidance is not meant to give a definitive list. It strongly indicates, however, the minimum information we would expect schools to make available (unless they don't hold that particular information). Schools should also provide as much information as they have within each class of information.

Who we are and what we do

Organisational information, structures, locations and contacts.

• Instrument of Government

The Instrument of Government is the document which records the name and category of the school and the name and constitution of its academy representatives.

• School prospectus and Academy Committee membership of can be found at www.st-chads.dudley.sch.uk

To contact the Chair of the Academy Committee please ring the school number: 01384 818720

Term dates can be found at www.st-chads.dudley.sch.uk

Times of the school day: School starts at 8.55am and closes at 3.15pm.

Location and contact information can be found at www.st-chads.dudley.sch.uk

What we spend and how we spend it.

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

• Annual budget plan and financial statements

Details of the Individual Schools Budget distributed by the EFA and the school's annual income and expenditure returns please contact the school 01384 818720 for a hard copy

• Capital funding

Details of the capital funding allocated to the school together with information on any related building projects and other capital projects please contact the school 01384 818720 for a hard copy

• Additional Funding

Income generation schemes and other sources of funding please contact the school 01384 818720 for a hard copy

• Procurement and contracts

Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process please contact the school 01384 818720 for a hard copy

• Pay policy

The statement of the school's policy and procedures regarding teachers' pay please contact the school 01384 818720 for a hard copy

• Staffing and grading structure

Available on request please contact the school 01384 818720 for a hard copy

• Representatives allowances

Available on request please contact the school 01384 818720 for a hard copy

What our priorities are and how we are doing

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

- **Most recent OFSTED report**

Available at www.st-chads.dudley.sch.uk

- **Performance management information**

Available via www.st-chads.dudley.sch.uk

- **Child Protection Policy**

Available at www.st-chads.dudley.sch.uk

How we make decisions

Decision-making processes and records of decisions.

- **Admissions policy / decisions**

Available at www.st-chads.dudley.sch.uk or contact the school 01384 818720 for a hard copy

- **Minutes of meetings of the Academy representatives and its sub-committees**

Available on request please contact the school 01384 818720 for a hard copy

Our policies and procedures

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

- **School policies**

Many school policies are available on the school website www.st-chads.dudley.sch.uk

Other policies are available on request:

- **Pupil and Curriculum policies**

Home-school agreement, curriculum, special educational needs, accessibility, race equality, collective worship, and pupil discipline are all available on the school website www.st-chads.dudley.sch.uk

- **Records management and personal data policies**

These policies are available on request. Please contact the school 01384 818720 for a hard copy.

- **Equality and diversity**

The following are available on our website www.st-chads.dudley.sch.uk schemes, statements, procedures and guidelines relating to equal opportunities.

- **Policies and procedures for the recruitment of staff.**

Vacancies advertised in press and at www.st-chads.dudley.sch.uk

- **Charging regimes and policies**

These policies are available at www.st-chads.dudley.sch.uk

Lists and registers

We expect this to be information in currently maintained list and registers only.

- **Curriculum circulars and statutory instruments**

The following are available on request, please contact the school 01384 818720 for a hard copy. Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Principal/Academy representatives concerning the curriculum.

- **Disclosure logs**

These logs are available on request. Please contact the school 01384 818720 for a hard copy.

- **Asset register**

This register is available on request. Please contact the school 01384 818720 for a hard copy.

- **Any information the school is currently legally required to hold in publicly available registers**

This register is available on request. Please contact the school 01384 818720 for a hard copy.

The services we offer

The school provides a weekly newsletter to all parents and representatives.

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 Principal.

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.

Website : www.informationcommissioner.gov.uk