Good Shepherd Catholic Primary & Nursery School

FREEDOM OF INFORMATION POLICY

Freedom of Information Publication Scheme

Under the Freedom of Information act 2000, organisations including schools are expected to provide certain information when requested. The school intends to follow the guidance laid down in the model publication scheme outlined on the Information Commissioners Office web-site (www.ico.gov.uk). The following is derived from the information available on the web-site, version 23 October 2008.

The school will provide information as requested unless
- They do not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

The school will attempt to provide a response within 20 'school days' of receiving any request.

Publication Scheme

This covers the following 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
Lists and registers
The services we offer

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 governing body.

School prospectus via the School Website
The statutory contents of the school prospectus, as follows:
   - information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
   - a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.

Annual Report
Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.

Governing Body
The names, and contact details of the governors should be available and the basis on which they have been appointed.

School session times and term dates
Details of school session times and dates of school terms and holidays.

Location and contact information
The address, telephone number and website for the school together with the names of key personnel.

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Financial information for the current and previous two financial years should be available.

Annual budget plan and financial statements
Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.

Capital funding
Details of the capital funding allocated to the school together with information on related building projects and other capital projects.

Additional Funding
Income generation schemes and other sources of funding.

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.

Pay policy
The statement of the school's policy and procedures regarding teachers' pay.

Staffing and grading structure

Governors' allowances
Details of allowances and expenses that can be claimed or incurred.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.
School profile
Government-supplied performance data
Summary of latest Ofsted report*
The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community
(* the full Ofsted report should also be available.)

Performance management information
Performance management policy and procedures adopted by the governing body.

Schools future plans
Any major proposals for the future of the school involving, for example, consultation or a change in school status.

Every Child Matters / child protection
The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

How we make decisions

Decision-making processes and records of decisions.
We would expect information in this class to be available at least for the current and previous three years.

Admissions policy / decisions
The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.

Minutes of meetings of the Governing body and its sub-committees
Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

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

School policies
This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.

Pupil and Curriculum policies
This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education (Key Stage 4 pupils) and pupil discipline.

Records management and personal data policies
This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

Equality and diversity
This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

Policies and procedures for the recruitment of staff
If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

Charging regimes and policies
Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

Lists and registers

Curriculum circulars and statutory instruments
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

Disclosure logs
If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

Asset register
We would expect some information from capital asset registers to be available, if such registers are held.

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

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

Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:
- **Extra-curricular activities**
- **Out of school clubs**
- **School publications**
- **Services for which the school is entitled to recover a fee, together with those fees**
- **Leaflets, booklets and newsletters**