

Freedom of Information Act Publication Scheme



This is St John's and St Clement's CE Primary Publication Scheme on information available under the Freedom of Information Act 2000

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 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.

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

As a Church school, we believe each person is made in the image of God. We strive to reflect the love of God, love of life and love of learning in all that we do. We endeavour to build our school on our core values of justice, honesty, respect, co-operation and responsibility. Our aim is to foster the intellectual, emotional, social and spiritual development of all our pupils. We believe that children need a caring, consistent environment where they are treated with respect and where their well-being is seen as paramount.

We believe that each child should leave school with:

- A sense of moral and spiritual awareness
- A sense of wonder and curiosity about the world around them
- A love of learning and the desire to achieve high standards
- A growing ability to relate to and communicate with other people
- A sense of their citizenship of the school and the wider community.

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 as follows

- **Who we are and what we do.**
Organisational information, locations and contacts, constitutional and legal governance
- **What we spend and how we spend it.**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

- **What our priorities are and how we are doing.**
Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions.**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
- **Our policies and procedures.**
Current written protocols for delivering our functions and responsibilities
- **Lists and registers.**
Information held in registers required by law and other lists and registers relating to the functions of the authority

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

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: office@sjsc.southwark.sch.uk

Tel: 020 7525 9210

Fax: 020 7525 9208

Contact Address: St John's and St Clement's CE Primary School, Adys Road, London, SE15 4DY.

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 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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

- Who's who in the school
- Who's who on the governing body and the basis of their appointment
- Instrument of Government
- Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address if used)
- School prospectus
- Staffing list
- School session times and term dates

Class 2 – What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Current and previous financial year as a minimum

- Annual budget plan and financial statements
- Capitalised funding
- Additional funding
- Procurement and projects
- Pay policy
- Staffing and grading structure
- Governors' allowances

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

- Government supplied performance data
- The latest Ofsted report
- Appraisal policy and procedures adopted by the governing body.
- School Improvement Plan

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous three years as a minimum

- Admissions policy/decisions (not individual admission decisions)
- Agendas of meetings of the governing body and (if held) its sub-committees
- Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.

Class 5 – Our policies and procedures

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

Current information only

School policies including:

- Charging and remissions policy
- Health and Safety
- Complaints procedure
- Staff conduct policy
- Discipline and grievance policies
- Equality Statement
- Home-school agreement
- Curriculum
- Sex and Relationships education
- Special educational needs
- Accessibility
- Collective worship
- Safeguarding
- Behaviour
- Anti-bullying

Records management and personal data policies, including:

- Data protection

Annex A provides a list of other documents that are held by the school and are available on request.

Class 6 – Lists and Registers

Currently maintained lists and registers only

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register

Any information the school is currently legally required to hold in publicly available registers
(This does not include the attendance register)

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

- 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 books and newsletters

Our website is at www.stjohnsandstclements.org

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 Catherine Hayes, School Business Manager at the school.

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

**St John's and St Clement's CE Primary School
Freedom of Information Publication Scheme
Annex A – Further documents held by the school**

Name of Document

Admissions Policy
Allegations of abuse Document
Assessment, Recording and Reporting Policy
Attendance and Punctuality Policy
Code of Conduct for staff
Critical Incidents Plan
EAL policy
E-Safety Policy
Early Years Foundation Stage
Educational Visits Policy
Freedom of Information Act Publication Scheme
Governor Visits Policy
Governors' Allowances Policy
Hearing Resource Base Policy
Homework Policy
Inclusion Policy
Internet Use Policy
Learning and Teaching Policy
Lettings Policy
Management of Asbestos
Manuel Handling Policy
Medical Conditions Policy
Pay and Conditions of Service Policy
Marking Policy
Positive Handling Policy
Procedure for unplanned closure
Register of Business Interests
Scheme of Delegation
Uniform Policy
Whistleblowing Policy
Workforce Audit Report