



# St Thomas of Canterbury Catholic Primary School

Where every child is special

## FREEDOM OF INFORMATION POLICY

Policy compiled by:

Headteacher

Responsible committee:

Resources

Last approved by Governing Body:

Spring 2018

Review Date:

Spring 2020

The  
**CHILD**



The whole  
**CHILD**

Nothing but  
the **CHILD**

### OUR SHARED VISION

*Every child* at St Thomas of Canterbury is special and will achieve their full potential academically, socially, spiritually and emotionally through the provision of a loving community and rich and varied learning opportunities and the highest quality teaching and learning.

*Every staff member* at St Thomas of Canterbury will feel valued and enabled to provide the opportunities that we want for our children and to do so as part of a loving community which has the highest expectations of and for all.

*Every Governor* at St Thomas of Canterbury will feel valued and enabled to act as a critical friend to the School and to be accountable for the School's strategy. They will play a visible role supporting all children, their parents and staff at School and in the wider community, to provide the best environment possible for learning and spiritual growth.

### OUR MISSION STATEMENT

*God's love is at the heart of our Catholic School family.*

*We show this in our respect, kindness and love for others and by treating other people as we wish to be treated ourselves.*

*We will encourage everyone to be the best that we can be.*

### OUR AIMS

- To guide our children to grow in the love of God and build relationships that will enable them to make a positive contribution to the school and society.
- To develop an exciting, challenging and creative curriculum that produces confident and successful learners who are the best that they can be.
- To develop high quality learning that enables every child to flourish, to discover their talents and be lifelong learners.
- To establish a teaching and learning environment that encourages everyone to enjoy, to achieve, to be inclusive, to be healthy, and to stay safe.



- To nurture a strong partnership between home and school.
- To have respect and understanding for our school, our community and our world, helping our children to become responsible citizens and good role models.

## **OUR GOLDEN RULE**

We treat others as we would like to be treated

**This is the St Thomas of Canterbury Catholic Primary School 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 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**

The school aims are set out above and 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 four broad topic areas:

- 1. School Information – information published for new parents.**
- 2. Governors' Documents – information published by our Governing Body.**
- 3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.**
- 4. School Policies and other information related to the school - information about policies that relate to the school in general.**

### **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-thomas.surrey.sch.uk](mailto:info@st-thomas.surrey.sch.uk)

Tel: **01483 888388**



Fax: **01483 888385**

Contact Address: **Horseshoe Lane West, Merrow, Guildford, GU1 2SX**

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

Please note that in the case of pupil educational record requests (see Class 3 below), a response to your request can take up to 15 school days.

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 by a £ sign in the description box.

### **6. Classes of Information Currently Published**

#### *School Information*

***This section sets out information published about the school***

<i>Class</i>	<i>Description</i>
<i>School Information</i>	<ul style="list-style-type: none"> <li>the name, address and telephone number of the school, and the type of school</li> <li>the names of the head teacher and chair of governors</li> <li>information on the school policy on admissions</li> <li>a statement of the school's ethos and values</li> <li>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</li> <li>information about the school's policy on providing for pupils with special educational needs</li> <li>number of pupils on roll and rates of pupils’ authorised and unauthorised absences</li> <li>National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>Latest Ofsted report</li> <li>The arrangements for visits to the school by prospective parents</li> </ul>

#### *Governors’ Documents*

<i>Class</i>	<i>Description</i>
<i>School Information</i>	<ul style="list-style-type: none"> <li>What have been our successes this year?</li> <li>What are we trying to improve?</li> <li>How have our results changed over time?</li> <li>How are we sure that we are meeting the needs of individual pupils?</li> </ul>



	<ul style="list-style-type: none"> <li>• How do we make sure our pupils are healthy, safe and well supported?</li> <li>• What activities are available to pupils?</li> <li>• How are we working with parents and the community?</li> <li>• What have pupils told us about the school, and what have we done as a result?</li> <li>• What do our pupils do after leaving this school?</li> <li>• What have we done in response to Ofsted?</li> </ul>
Instrument of Government and Constitution Details	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the Governing Committee</li> <li>• The manner in which the Governing Committee is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
Minutes of the Local Governing Committee and any sub committees	<p>Agreed minutes of meetings of the local governing committee and its sub committees [current and last full academic school year]</p> <p>NB some information be confidential and exempt from the publication by law – we cannot therefore publish this.</p>

### Pupils & Curriculum Policies

**This section gives access to information about policies that relate to pupils and the school curriculum.**

Class	Description – <a href="#">copies available from school at £1 per copy</a>
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
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
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
Accessibility Plans	Plan for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils
Single Equality Scheme	Statement of policy for promoting equality opportunity
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

### 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 – <a href="#">copies available from school at £1 per copy</a>
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



<i>Post-Ofsted inspection action plan and School Improvement Plan</i>	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
<i>Charging and Remissions Policies</i>	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, trips
<i>School session times and term dates</i>	Details of school session and dates of school terms and holidays
<i>Health and Safety Policy and risk assessment</i>	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
<i>Parental Concerns Policy</i>	Statement of procedures for dealing with complaints
<i>Performance Management of Staff</i>	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
<i>Staff Conduct, Discipline and Grievance</i>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<i>Curriculum circulars and statutory instruments</i>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum. These are available on the DFES website
<i>Annex A – Other documents</i>	Annex A provide 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 **Neil Lewin, Headteacher, at St. Thomas of Canterbury School, Horseshoe Lane West, Guildford, Surrey GU1 2SX**

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](mailto:publications@ic-foi.demon.co.uk).**  
**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**



## St Thomas of Canterbury Catholic Primary School Freedom of Information Publication Scheme

### Annex A – Further documents held by the school

#### Copies available from school at £1 per copy

- School Improvement Plan
- Exclusions Procedure
- School Trips Policy

*This policy of St Thomas of Canterbury School upholds the school's ethos and Mission Statement. It must be read in conjunction with and implemented in accordance to the school's policies for Health & Safety Equal Opportunities, Inclusion and Safeguarding. Copies of these policies are available from the school website.*