

St Paul's Catholic College Publication Scheme (Freedom of Information Act 2000)

1. Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits the school to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

- 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 school.
- The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, exempt under the Freedom of Information Act, or 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.

The method by which information published under this scheme will be made available

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where:

- they are legally authorised
- they are in all the circumstances, including the general principles of the right of access to information held by the school, justified, and
- are in accordance with a published schedule or schedules of fees which is readily available to the public

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing to the School Business Manager at the School Office, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

2. Guide to information produced by St Paul's Catholic College under the Model Publication Scheme

Information to be published obtained	How the information can be
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>Current information only</i>	
Funding Agreement	Contact School Business Manager via school office
School staff and structure	Contact School Business Manager via school office
Governing Body	School website, Clerk to Governors
School session times, term dates and holidays	School website
Location and contact information – address, telephone number and website	School website http://www.st-pauls.surrey.sch.uk/
Contact details for the Head teacher and the Governing Body	School website, school office, Clerk to Governors
GCSE/ A Level/BTEC results	School website, DfE website
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) <i>Current and previous financial year as a minimum</i>	
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.	Contact School Business Manager
Capital funding Details of the capital funding allocated to the school together with information on related building projects and other capital projects.	Contact School Business Manager
Additional Funding Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.)	Contact School Business Manager
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.	Contact School Business Manager
Pay policy The statement of the school's policy and procedures regarding teachers' pay.	Contact School Business Manager
Governors' allowances Details of allowances and expenses that can be claimed or incurred.	Contact School Business Manager
Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators,	School website Government supplied performance data Available online at

audits, inspections and reviews. Current information as a minimum	http://www.education.gov.uk/schools/performance
<p>Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included.</p> <ul style="list-style-type: none"> • School profile <ul style="list-style-type: none"> - 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. 	<p>Website</p> <p>Contact School Business Manager</p> <p>Contact School Business Manager</p> <p>Website</p>
<p>Class 4 - How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.</p>	Contact School Business Manager
<ul style="list-style-type: none"> • Admissions policy / decisions <p>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.</p>	Website.

<ul style="list-style-type: none"> • Minutes of meetings of the Governing body and its sub-committees <p>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</p>	<p>Contact Clerk to the Governors</p>
<p>Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>	<p>Website/Hard copy from School.</p>
<ul style="list-style-type: none"> • School policies <p>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.</p> <ul style="list-style-type: none"> • Pupil and Curriculum policies <p>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.</p> <ul style="list-style-type: none"> • Records management and personal data policies <p>This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p> <ul style="list-style-type: none"> • Equality and diversity <p>This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p> <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff <p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p> <ul style="list-style-type: none"> • Charging regimes and policies 	<p>Website/Hard copy from School.</p>

<p>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.</p>	
<p>Class 6 - Lists and registers Currently maintained list and registers only.</p>	<p>Hard copy from School</p>
<ul style="list-style-type: none"> • Curriculum circulars and statutory instruments <p>Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.</p> <ul style="list-style-type: none"> • Disclosure logs <p>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.</p> <ul style="list-style-type: none"> • Asset register <p>We would expect some information from capital asset registers to be available, if such registers are held.</p> <ul style="list-style-type: none"> • Any information the school is currently legally required to hold in publicly available registers. 	
<p>The services we offer Information about the services the school provides including leaflets, guidance and newsletters. Current information only.</p>	<p>Website.</p>
<p>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:</p> <ul style="list-style-type: none"> • 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. 	<p>Website</p>

Our website is at: <http://www.st-pauls.surrey.sch.uk/>

3. 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 Head Teacher, St Paul's Catholic College, Manor Lane, Sunbury on Thames, TW16 6NX***

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.ico.gov.uk