

ST. ANTHONY'S SCHOOL

Freedom of Information Policy & Publication Scheme



Written/Reviewed by: HB/MF

Approved by GB:

Revised: May 2018

Displayed: Website/Intranet

Current Version: May 2018

Review cycle: Tri-annual

Introduction

The School is a “public authority”.

The Freedom of Information Act 2000 (FOIA) provides public access to information held by public authorities.

The Environmental Information Regulations 2004 (EIR) provides public access to environmental information as defined in the Regulations.

FOIA and EIR promote openness and transparency.

Information is provided in two ways:

1. It is mandatory to publish certain information (publication scheme); and
2. Any person is entitled to request information which subject to the application of any exemptions must be provided free of charge.

The Act does not give people access to their own personal data. Subject Access Requests are dealt with in accordance with the Data Protection Policy.

Aim

This Policy will ensure:

The School complies with its duties under the FOIA and EIR and handles requests under the correct regime.

The School has a system in place which will result in proactive publication of what information is available.

Any person knows they can make a request and who to contact.

All appropriate staff will be able to recognise and respond appropriately to a valid request for information.

That there is awareness amongst staff, contractors or others having contact with the School that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information

Scope

This Policy applies to:

All recorded information held by the School or by a third party on the Schools behalf.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

Roles and Responsibilities

The Governing Body of the School has overall responsibility for ensuring compliance with the Freedom of Information Act. The Head Teacher has day to day responsibility for FOI /EIR compliance and the School Business Manager is the point of contact for enquiries.

All staff will be trained on recognising a request for information

A designated member of staff is responsible for handling request for information. Requests should be made to office@st-ants.org

Publication Scheme

The School has adopted a Publication Scheme for Schools as approved by the Information Commissioner (see page 4).

Requests handling

The School will ensure that:

Advice and assistance is provided to the requestor if required.

Responses will be provided promptly and within the statutory time limit of 20 School days. A 'School' day will be any day on which there is a session and the pupils are in attendance. In the alternative the School will respond within 60 working days if that is shorter.

Information will only be withheld in accordance with the exemptions specified by legislation. The reasons for applying the exemption will be provided to the requestor.

Care will be taken to ensure that personal data is not unlawfully disclosed in response to a request for information made under FOIA or EIR.

Information provided to the School from third parties may be the subject of a request for information. In considering whether exemptions apply, the School will seek to consult with the third party but the legal responsibility for deciding whether or not the information should be released rests with the School.

Any requests for internal reviews will be dealt with in accordance with the Schools Complaint Policy and will be responded to within twenty School days as recommended by the Information Commissioner.

If the School's original decision is upheld, then the School has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

Contact: Information Commissioner Telephone: 0303 123 1113

This is St. Anthony's 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 to:

- To provide an environment where every member of the school community is given the support and encouragement necessary to meet the demands of education and personal change;
- To provide a broad and balanced curriculum which includes the full range of National Curriculum subjects;
- To allow all pupils access to as much of the National Curriculum as is right and possible for them as individuals;
- To foster in our pupils the value of education as a life-long process and to assist them in acquiring the necessary skills to develop and adapt as individuals in a changing society.

and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme provides guidance 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:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in the Governors Annual Report.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
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: **headspa@st-ants.org**

Tel: **01243 785965**

Fax: **01243 530206**

Contact Address: **Mrs M Hogg, St. Anthony's School, Woodlands Lane, Chichester, P019 5PA.**

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.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school • the names of the Headteacher and Chair of Governors • information on the school policy on admissions • a statement of the school's ethos and values • 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 • information about the school's policy on providing for pupils with special educational needs • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE results in the school, locally and nationally • a summary of results in the school and nationally • the number of pupils studying for and percentage achieving other vocational qualifications • the destinations of school leavers¹ • the arrangements for visits to the school by prospective parents • the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

Information relating to the Governing Body– this section sets out information relating to the work of the governors

Class	Description
Governors	<ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the school and amounts paid to governors for expenses • a description of the school's arrangements for security of pupils staff and the premises • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures

Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

	<ul style="list-style-type: none"> • GCSE results in the school, locally and nationally • vocational qualification results in the school and nationally • the number of pupils studying for and percentage achieving other vocational qualifications • the destinations of school leavers¹ • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of Governing Body meetings	<ul style="list-style-type: none"> • Agreed minutes of the Governing Body and its committees <p>Personal information is exempt under the Data Protection Act</p>

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

<p>A Curriculum Policy Statement</p> <p>Acts of Collective Worship</p> <p>Anti-Litter</p> <p>'Arts'</p> <p>Assessment</p> <p>Attendance</p> <p>Behaviour and Discipline and Anti-Bullying Policy</p> <p>CCTV</p> <p>Capability</p> <p>Charging Policy</p> <p>Clean Desk Policy</p> <p>Complaints Policy</p> <p>Community Cohesion</p> <p>Confidential Reporting</p> <p>Continuing Professional Development Policy</p> <p>Control and Restraint</p> <p>Curriculum Planning</p> <p>Data Protection Policy GDPR</p> <p>Disciplinary Procedure Policy for Staff</p> <p>Display of Work Policy</p> <p>Early Retirement Policy</p> <p>English as an additional language</p> <p>Equal Opportunities Policy</p> <p>Equality and Diversity</p> <p>Food</p> <p>Freedom of Information</p> <p>Guidance for using the minibus</p> <p>Health & Safety Policy</p> <p>Home Activities</p> <p>Inclusion Policy</p> <p>Induction Policy</p> <p>Intimate Care of Pupils (Guidance for staff)</p> <p>Laptop</p>
--

Lettings
Library
Major Emergency Planning/Critical Incident Policy
Marking
Medical Needs
Monitoring and Evaluation
Outdoor Education
Pastoral Care
Pay Policy
Privacy Policy (pupils,parents,carers)
Performance Management Policy
Race Equality Policy
Redundancy
Safeguarding and Child Protection
S.M.S.C. Policy (Spiritual, Moral, Social & Cultural)
Sex & Relationship Education
Science Health & Safety
Sickness Absence Policy
Special Educational Needs
Student/Volunteer Placements
Substance Use and Misuse Policy
Target Setting
Teaching and Learning
Use of Directed Time
Work Related Learning Policy

Other information related to the school – this section contains information relating to staff and the school in general

Class	Description
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
Post-Ofsted inspection action plan	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
Charging and Remissions Policies	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
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	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
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	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

Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	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
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

Our website is at (st-ants.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 **Mrs M Hogg, St. Anthony's School, Woodlands Lane, Chichester, West Sussex, P019 5PA.**

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:

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:

Contact: Information Commissioner Telephone: 0303 123 1113

St. Anthony's School

**Freedom of Information Publication Scheme
Annex A – Further documents held by the school**

Name of Document	Description
------------------	-------------