



St. Gregory's Catholic High School

Freedom of Information Act

Monitoring

The implementation of the policy will be monitored by the Director of Finance and Resources.

Evaluation

The policy will be reviewed annually by the Director of Finance and Resources and Senior Leadership Team prior to the submission of the policy to Governors' Resources Committee for scrutiny and recommendation to the Full Governing Body for approval.

Policy Review Dates:

Date last approved by Full Governing Body: 6th December 2018

Date submitted to Governors' Committee: 7th November 2019

Date submitted to Full Governing Body: 10th December 2019

Review Frequency: Annual

Start date for policy review: July 2020

Information available under the Freedom of Information Act 2000

1. Introduction

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.

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 on the school website to download or in paper form.

Some information held 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:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work.
- This publication scheme is a means of showing how this school is pursuing these aims.

3. Categories of information published

This publication scheme gives guidance to information which is currently published (or have recently published) or which will be published in the future. This is split into categories of information known as 'classes'. These are contained within section 6 of this scheme. The classes of information that the school undertakes 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 and in other Governing Body documents
- 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

A paper version of any of the documents within the scheme can be obtained by contacting the school by telephone, email, fax or letter. Contact details are set out below:

Telephone: 01925 574888 Contact Address: St Gregory's Catholic High School, Cromwell Avenue, Warrington, WA5 1HG Email: clerical@stgregoryshigh.com Website: www.stgregoryshigh.com

To help process requests quickly, any correspondence should be clearly marked in capitals "PUBLICATION SCHEME REQUEST"

5. Paying for information

Information published on the school's website is free, although costs may be incurred from an Internet service provider. The school's website can be accessed using a local library.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If a request means that a lot of photocopying is required or that a large postage charge is necessary, or is for a priced item such as some printed publications this cost will be notified before the request is fulfilled. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

Category 1 School Prospectus

Category 2 – Governors' Documents, School Profile, Instrument of Government, Minutes of meetings of the Governing Body and its Committees (some information might be confidential or otherwise exempt from the publication by law and therefore cannot be published)

Category 3 – Pupils' & Curriculum Policies, Home-School Agreement Curriculum Policy, Sex Education Policy, Special Educational Needs Policy, Accessibility Plans, Equality Policy, Safeguarding Policy, Behaviour Policy

Category 4 -School Policies and other information related to school Published reports of Ofsted referring expressly to the school Charging and Remissions Policy, School Term Dates, Health and Safety Policy and Risk Assessment Complaints Procedure, Staff Conduct, Discipline and Grievance

7. Feedback and Complaints

Any comments or suggestions about this publication scheme or requests for further assistance should initially be addressed to the Headteacher, Mr E McGlinchey.

If a formal complaint needs to be made 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.
Tel: 01625 545 700 E Mail: publications@ic-foi.demon.co.uk Website:
www.informationcommissioner.gov.uk