

## Freedom of Information

### Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this scheme. This policy should be read in conjunction with the following guidance document: Definition document for Governing Bodies of maintained schools in England produced by ICO (as revised in 2013)

[http://www.ico.org.uk/for\\_organisations/sector\\_guides/education](http://www.ico.org.uk/for_organisations/sector_guides/education) and with the following policies: Data Protection policy, Record Management policy and with reference to the Governance section guidance document – Provision of information.

### Introduction: what a publication scheme is and why it has been developed?

The Governing Body must ensure that the school is registered with the Information Commissioner's Office (ICO). Also, they should conform to the Freedom of Information Act 2000, which gives a right of access to information held by public bodies, including schools (schedule 1, Part IV). In line with section 19 of this Act, schools must produce a Publication Scheme which makes it clear to the public what information they will make public when required to respond to requests for information in line with this legislation.

To do this we have produced 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 from the School Office. Some information may be available from our website. Some information, which we hold may not be made public, for example personal information.

The General Data Protection Regulation (GDPR) came into existence in May 2018 and schools must take note of extra requirements under this legislation. These regulations have caused no changes to the classes of information that schools will make public in their publication scheme when required to respond to requests for information. However, schools are advised now to have in place privacy notices for pupils, parents, employees, consultants, volunteers and job applicants covering what personal data is collected and used to assist in the running of the school. The school is compliant with the General Data Protection Regulation.

Our publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### Objectives and targets

The purpose of this publication scheme is to demonstrate how we respond to the requirements of the Freedom of Information Act 2000 and the GDPR at St Bernard's and how we are pursuing the aims and objectives of the school, which are:

- To create and maintain a learning environment in which each individual has the opportunity to fulfil his/her potential.
- To encourage the pursuit of excellence, both academically and in all other areas.
- To provide opportunities for spiritual, moral, cultural, personal and social development of pupils including citizenship.

- To encourage pupils to become life-long learners who are self-motivated, courteous and thoughtful individuals who value themselves, others and the environment.

To achieve these aims, we:

- Provide a happy school environment in which children gain confidence as individuals, are able to take pride in their own ability and take responsibility for their own actions.
- Develop good habits and attitudes to work and a life-long respect for learning.
- Develop high standards of literacy and numeracy.
- Involve children in the aesthetic pleasure of art, music, poetry, prose, drama and movement.
- Provide an environment where understanding, knowledge and respect of people of different cultural backgrounds can be encouraged.
- Encourage high expectations of all school members using their abilities.
- Meet the needs of learners of all abilities, within the framework of the national curriculum and its subject areas.

### **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". 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 Governing Body documents.
Pupils and 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

### **How to Request Information**

Requests for information should be made to the Office Manager; please contact the school by telephone (01753 527020), email ([office@st-bernards.slough.sch.uk](mailto:office@st-bernards.slough.sch.uk)), fax (01753 576919) or letter (1 Langley Rd, Slough, SL3 7AF). If you require a paper version of any of the documents within the scheme, please indicate this in your request.

### **Paying For Information**

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you do not 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. If your request means that we have to undertake 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. Charges will be in accordance with Appendix 1.

## Records Management Policy

The school retains its records under the policy and guidelines issued in the RM toolkit for schools issued by the Information and Records Management Society.

<https://irms.org.uk/page/SchoolsToolkit>.

## Classes of Information Currently Published

### School Prospectus

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows:</p> <ul style="list-style-type: none"> <li>• The name of the school, address, telephone number, website address and email for contact;</li> <li>• The type of school;</li> <li>• The names of the Headteacher and Chair of Governors;</li> <li>• Information on the School's policy for admissions;</li> <li>• A statement of the School's ethos and values;</li> <li>• Details of any affiliations with a particular religious 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 students;</li> <li>• Information about the School's policy on providing for students with Special Educational Needs;</li> <li>• Number of students on roll and information on students' authorised and unauthorised absences;</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures;</li> <li>• Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters and services offered by the School for which a fee is payable.</li> </ul> <p>Other items may be included in the prospectus at the School's discretion.</p>

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

### Governors' Documents

Class	Description
<b>Information provided by school</b>	<ul style="list-style-type: none"> <li>• Details of the Governing Body membership, including name and address of Chair and Clerk;</li> <li>• Details on how to contact the Governors via the school;</li> <li>• Minutes of the meetings of the Governing Body and sub-committees;</li> <li>• A financial statement, including gifts made to the school;</li> <li>• Details of allowances and expenses that can be incurred or claimed by Governors, and a record of total payments made to individual Governors;</li> <li>• Financial information about projected and actual income and expenditure, capital funding, additional funding, procurement, contracts</li> </ul>

	<p>and financial audit. Financial information for the current and previous two financial years is available.</p> <ul style="list-style-type: none"> <li>• Information on major plans for capital expenditure on building projects and other capital projects, including any private finance initiative and public-private partnership contracts;</li> <li>• Details of items of expenditure over £5,000, including costs, supplier and transaction information.</li> <li>• Any major proposals for the future of the School, e.g. consultation on change of status;</li> <li>• A description of the School's arrangements for security of pupils, staff and the premises;</li> <li>• Information about the implementation of the Governing Body's policy on students with special educational needs (SEN) and any changes to the policy during the last year;</li> <li>• A description of our Disability Equality Policy and our Accessibility Plan;</li> <li>• Details of the School's pupil premium allocation and plans to spend it in the current year, how the School's pupil premium allocation was spent in the previous year and the impact that it had on educational attainment of those pupils at the school in respect of whom grant funding was allocated;</li> <li>• Details of the school's Year 7 literacy and numeracy catch-up premium.</li> <li>• Details of the school's careers programme.</li> <li>• The number of pupils on roll and rates of students' authorised and unauthorised absence.</li> </ul>
<b>Instrument of Government</b>	<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 Body;</li> <li>• The manner in which the Governing Body is constituted;</li> <li>• The term of office of each category of Governor if less than four years;</li> <li>• The name of any body entitled to appoint any category of Governor;</li> <li>• Details of any trust;</li> <li>• Due to the Catholic denomination of the School, a description of the ethos;</li> <li>• The date the instrument takes effect.</li> </ul>

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

## Pupils & Curriculum

<b>Class</b>	<b>Description</b>
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 students, for example homework arrangements;
Curriculum Policy	Statement of 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 Educational	Information about the School's policy on providing for students with

Needs Policy	special educational needs;
Disability/Accessibility Plans	Plan for increasing participation of disabled students in the School's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students;
Race Equality Policy	Statement of policy for promoting race equality;
Collective Worship	Statement for arrangements for the required daily act of collective worship;
Child Protection Policy	The School's policy statement for safeguarding and promoting the welfare of pupils at the School, reflecting the guidelines set out in the Area Child Protection Committee Code of Practice;
Student Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

### School Policies and other information related to the school

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 the inspection reports of Religious Education;
Post-OfSTED inspection action plan	A plan setting out the actions required following the last OfSTED inspection and, where necessary, an action plan following the inspection of Religious Education;
Performance Data	Performance data supplied to the government;
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 publications, music tuition, trips, etc.;
School session times and term dates	Details of School sessions and dates of 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 Appraisal for Staff	Statement of procedures adopted by the Governing Body relating to the performance appraisal of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures;
Recruitment	Statement on the policy for staff recruitment;
Pay, allowances and expenses for staff	1) Statement on the policy for teachers' pay; 2) Details of allowances and expenses that can be incurred or claimed. Statement to include the total of the allowances and expenses paid to individual senior staff (senior leadership team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum) by reference to categories in line with the School's policies and procedures including travel, subsistence and accommodation.
Staffing Structure	Statement on the staffing structure, including the names and positions of

	all staff of the school, and how they may be contacted via the school. This includes the salaries for senior staff as defined above. These salaries are stated in bands of £10,000. For more junior posts, levels of pay are identified by salary range;
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;
Statutory Policies	Statutory policies not itemised above but required by the school, as defined by the Department for Education on their website; <a href="https://www.gov.uk/government/publications/statutory-policies-for-schools">https://www.gov.uk/government/publications/statutory-policies-for-schools</a>
Lists and Registers	Any information that the School is legally required to hold in publicly available registers.

## Monitoring and Evaluation

In order to monitor and evaluate this policy, we welcome any comments or suggestions you may have about the scheme. If you want to make a comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher at the School.

If you are not satisfied with the assistance that you receive 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 deals with formal complaints.

They can be contacted at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow, Cheshire SK9 5AF

Or

Enquiry / Information Line: 01625 545 745  
Fax: 01625 524510  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

Agreed by the Full Governing Body on 20<sup>th</sup> May 2020

Next review due: Spring 2022



## APPENDIX 1

If the cost involved in responding to a Freedom of Information request amounts to more than £10, the person making the request will be given a notice asking them to provide a fee to cover the costs of photocopying, postage or any other related costs. For amounts less than £10 the fee will be waived. Photocopying will be calculated at a maximum charge of 10p per sheet. The 20 working day deadline for supplying the information will not commence until the fee has been received.

If the cost of complying with the request amounts to £450 or more, calculated at £25 per hour in staff time in relation to locating, retrieving and extracting the information, then the request will be forwarded to the Chair of Governors, who will decide whether to:

- Refuse the request;
- Supply the information without the full charge being imposed;
- Offer the requester some advice and assistance to identify whether the scope of the request can be narrowed in order that the information can be supplied at a lower cost.

If the person making the request does not supply the required fee by the end of three months from the date the notice was given, the school is not obliged to comply with the request.

Where more than one request is received from the same person or people acting together as part of a campaign, the school may consider combining the costs when determining whether they amount to £450. This will only be considered where the requests are of a similar nature and within a 60-day period.

Where charges relate to providing the information in another language the school reserves the right to charge, and the decision will rest with the Chair of Governors.