

The Federation of St James the Great and St. John's Catholic Primary Schools'



Freedom of Information Publication Scheme

This is The Federation of St James the Great and St John's Primary Schools' 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 for you on our website to download and print off. 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 schools aim 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 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'. The classes of information that we undertake to make available are organised into seven broad topic areas:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Policies and procedures
- Lists and registers
- Services we offer

4. How to request information

All requests for information must be received in writing (by letter or email) to ensure that we have a clear statement of what is required. Requests should state the enquirers name and correspondence address. Once a request has been received in writing you will have the statutory right to receive the information within twenty working days. Working days refers to term time only as contained in Statutory Instrument 3364. Contact details are set out below or you can visit the schools' websites at:

www.stjamesthegreat.southwark.sch.uk

Email: office@stjamesthegreat.southwark.sch.uk

Address: St James the Great Catholic Primary School
Peckham Road
Peckham
London
SE15 5LP

www.stjohnsrotherhithe.co.uk

Email : office@st-john.southwark.sch.uk

Address: St John's Catholic Primary School
St Elmo's Road
Rotherhithe
London
SE16 6SD

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 and isn't on our website, you can still write to the school to ask if we have it.

If the information requested is already held by another body, we are within our rights to refuse the request, but will direct the enquirer to the appropriate source.

In some instances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

5. Paying for information

Most of information covered by this publication is provided free of charge via our website unless stated otherwise in section 6. If you don't have Internet access, you can access our website using a local library or an internet café. We may charge a fee for photocopying / printing / faxing / postage of longer documents where the information is not listed in our publication scheme as being available either free of charge or at a standard charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Equality Act. If we intend to charge we will let tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment. The time allowed for us to provide the information does not include the period between issuing the fees notice and the receipt of the payment.

6. Guide to information available from The Federation of St James the Great and St John’s Catholic Primary Schools under the ICO model publication scheme.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do This will be current information only		
Who’s who in the school	Website	Free
Who’s who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Hard Copy Contact the School	10p/sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website	Free
School prospectus	Website	Free
Governor Reports	Hard Copy Contact the School	10p/sheet
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of School and contact details, including email	Website	Free
Class 2 – What we spend and how we spend it Current financial year as a minimum		
Articles of Association	Hard Copy Contact the School	10p/sheet

Financial statements	Hard copy Contact School Office	10p/sheet
Capital funding	Hardcopy Contact School Office	10p/sheet
Funding Agreements	Hard copy Contact School Office	10p/sheet
Financial audit reports	Hardcopy Inspection only. Contact School Office	N/A
Pay policy	Hard copy Contact School Office	10p/sheet
Staffing structure.	Hardcopy Contact School Office	10p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hardcopy Contact School Office	10p/sheet
Class 3 – What our priorities are and how we are doing Current information as a minimum		
School profile <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report – link to full report. 	Website	Free
Performance management policy and procedures adopted by the governing body.	Hardcopy Contact School Office	10p/sheet
School Development Plan	Hardcopy Contact School Office	10p/sheet
Schools future plans; for example, proposals for and any consultation on the future of the school	Website	Free
Safeguarding and Child Protection Policies	Website	Free

Class 4 – How we make decisions		
Admissions policy	Website Current Hard Copy for past copies	Free 10p/sheet
Agendas and minutes of meetings of the governing body and (if held) its committees (NB this will exclude information that is properly regarded as private to the meetings)	Available for inspection Contact School Office	Free
Class 5 – Our policies and procedures Current information only		
School policies including: 1. Charging and remissions policy 2. Health and Safety 3. Complaints procedure 4. Information request handling policy 5. Single Equality Plan 6. eSafety Policy	Website Hard Copy Contact School Office	Free 10p/sheet
Pupil and curriculum policies, including: • Home-school agreement • Curriculum • Special Educational Needs and Disabilities • Behaviour • Attendance • Sex Education Policy	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Disclosure log	Inspection Only	Free
Asset register	Inspection Only	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection Only	Free

Class 7 – The services we offer		
Current information only		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Music Tuition, Extended School Offer, After-school Activities. Apply to School Business Manager/Office Manager via the School Office	
School publications, leaflets, books and newsletters	Website	Free
Additional Information	Website	Free
<p>SCHEDULE OF CHARGES</p> <p>The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet (black & white). Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450 to provide the information.</p> <p>In most cases the cost will be under £450 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:</p> <ul style="list-style-type: none"> ○ Summarising the information ○ Putting the information onto other media ○ Translating the information into a different language. <p>We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.</p>		

7. Key personnel

Any member of staff of the Federation can accept a request for information as long as it fulfils the criteria set out in Section 4. The request for information must be forwarded to the Executive Headteacher as soon as possible. The Governing Body is responsible for ensuring a policy is in place and its effectiveness is monitored. The School Business Manager/School Office Manager is responsible for recording the requests for information, the action taken and the responses made. The Executive Headteacher has day to day responsibility for deciding whether a request is in line with the Freedom of information Act and will delegate the collation of information appropriately.

8. 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 Executive Headteacher (Ms Janice Babb)

If the complaint cannot be resolved by the Executive Headteacher, it can be referred to the Chair of Governors. Correspondence should be sent to the school.

Following this, if the complaint remains unresolved 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.informationcommissioner.gov.uk

Signed:.....

Date: