

# **St Nicholas Catholic Primary School**



# **Freedom of Information Policy**

## **This is St Nicholas Catholic Primary School Publication Scheme**

Our full address for sending requests for any documents is:

St Nicholas Catholic Primary School  
Jockey Road  
Sutton Coldfield  
West Midlands  
B73 5US.

The person responsible for maintenance of this scheme is: Mrs M McConnell.

### Aims of the Policy

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make available.

In order to do this we have set 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.

All information in our policy is available in paper form.

Some information, which we hold, may not be made public, for example personal information.

### Categories of information published

The policy gives information which we currently publish or which we will publish in the future. Some of this information is available on our school website:

[www.stnicholassutton.org.uk](http://www.stnicholassutton.org.uk)

The four main areas of information are:

- School Prospectus - information published in the school prospectus.
- Governing Body Documents.
- Pupils and Curriculum - information about policies that relate to pupils and school curriculum.
- School Policies - information about policies that relate to the school in general.

### How to request information

You can request a copy of information from the Head Teacher (Mrs McConnell)

### Paying for information

Single copies of information covered by this policy are provided free of charge unless stated otherwise. 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.

### 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 at the school's direction):</p> <ul style="list-style-type: none"><li>• the name, address and telephone number of the school, and the type of school</li><li>• the names of the Head Teacher and the Chair of Governors</li><li>• information about admissions</li><li>• a statement of the school's ethos and values</li><li>• information about the school's policy on providing for pupils with special needs</li><li>• number of pupils on role and the rates of pupils' authorised and unauthorised absences</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li></ul>

Governing Body - this section sets out information and documentation published relating to the Governing Body

Instrument of Government	<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 terms of office of each category of Governor if less than 4 years</li> <li>• The name of any person entitled to appoint any category of Governor</li> <li>• The date the instrument takes effect.</li> </ul>
Minutes of meeting of the Governing Body and its committees	Minutes from Governor boards and committees (current and last full year) excluding confidential items.

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

Class	Description
Home - school agreement	Written statement of the school's aims and values, the school's responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school
Family Life Policy	Policy which includes statements regarding sex education
Collective Worship	Statement of arrangements for the required daily act of collective worship
Pupil Discipline	Written statement of General principles on behaviour and discipline including any anti-bullying policy as appropriate

School Policies - this section gives access to information about policies that relate to the school in general

Class	Description
Published reports of HM Inspectors referring expressly to the school	Report of an inspection of the school
Post Inspection Action Plan	A plan setting out the actions required following an Ofsted Inspection is addressed through the School Improvement Plan
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 of which charges are permitted, for example music tuition, trips
School session times	Details of school session and dates of school terms and holidays
Special Educational Needs	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Written plan of improvements to access for pupils with disabilities
Health and Safety Policy	Written 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
Child Protection Policy	Statement of general principles on Child Protection arrangements
Complaints Procedure	Statement of procedures for dealing with complaints
Staff Performance Management	Statement of procedures adopted by the Governing Body relating to staff Performance Management
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 instrument, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Head Teacher or Governing Body relating to the curriculum

## Feedback and Complaints

If a formal complaint needs to be made then this *should* be addressed to the Office of the Information Commissioner. This is an 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: 01625545745

E Mail: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk).