



Freedom of Information Policy

MISSION STATEMENT



St. Peter's Catholic School Mission is that pupils, parents staff, governors and parish build together a learning community which develops love, concern for each other and forgiveness, by living out the Gospel.

This means our school will be a place which:

- ☺ encourages children to live as children
- ☺ welcomes, values and respects the innocence of childhood and the individual's strengths and weaknesses
- ☺ encourages each to use his/her gifts and talents for self fulfilment and the good of all
- ☺ fosters knowledge, experience and understanding
- ☺ celebrates that we are each made in the image and likeness of God
- ☺ fosters prayer, trust in God and an understanding of His love through the Gospel of Jesus Christ, encouraging our respect for all His people

This is St.Peter's School's 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 from the School Office 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:

- 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,

and 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'. 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.
- *School Profile and other information relating to the governing body* – information published in the School Profile 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

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: sa01@stpeters.greenwich.sch.uk

Tel: 020 8265 0028

Fax:: 020 8244 9670

Contact Address: St.Peter's School, Crescent Road, London SE18 7BN

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 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. Where there is a charge this will be indicated by a £ sign in the description box.

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Freedom of Information

Guide to information available from St.Peter's School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	Hard copy and/or website	£
Who's who on the governing body and the basis of their appointment	Hard copy and/or website	£
Instrument of Government	Hard copy	£
School prospectus	Hard copy and/or website	£
Staffing structure	Hard copy and/or website	£
School session times and term dates	Hard copy and/or website	£
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hard copy	£
Capitalised funding	Hard copy	£
Additional funding	Hard copy	£
Procurement and projects	Hard copy	£
Pay policy	Hard copy	£

Freedom of Information

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Staffing and grading structure	Hard copy	£
Governors' allowances	Hard copy	£
		£
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy	£
Performance management policy and procedures adopted by the governing body.	Hard copy	£
Schools future plans	Hard copy	£
Every Child Matters – policies and procedures	Hard copy	£
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard copy	£
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	£

Freedom of Information

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Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	£
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff Handbook • Discipline and grievance policies • Staffing structure • FOI Publication Scheme • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy	£
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex Education • Special educational needs • Accessibility • Race Equality • Religious Education • Behaviour 	Hard copy	£

Freedom of Information

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Records management and personal data policies, including: <ul style="list-style-type: none"> Records retention destruction and archive policies Data protection (including information sharing policies) 	Hard copy	£
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Hard copy	£
Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection)	
Disclosure logs	Hard copy	£
Asset register	Hard copy	£
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	£
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(some information may only be available by inspection)	
Extra-curricular activities	Hard copy	£
Out of school clubs	Hard copy	£
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	£
Leaflets books and newsletters	Hard copy	£

Freedom of Information

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Hard copy	

Contact details:

Head Teacher
St.Peter's School
Crescent Road
London
SE18 7BN

Tel: 0208 265 0028

Fax: 0208 244 9670

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 50p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority