


Policy for		
<h1>Freedom of Information Policy (2019-2021)</h1>		
Date of policy:	August 2019	Committee: Full Governing Body
Next review:	August 2021 (Review Period 2 Years)	

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Freedom of Information Policy

This is the St.Modwen's Catholic Primary School 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 and academies, should be clear and proactive about the information they will make public.

GDPR 2018 first impact on FOIA is section 40, which interlinks the Act with the Data Protection Act 1998 ('DPA') — the law that the GDPR replaced. There is also a secondary impact: that organisations including public authorities will be obliged under the GDPR to document their compliance, meaning public authorities who also have duties to be transparent to the public will have no place to hide.

Under FOIA we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- Whether the information is available free of charge or on payment
- The manner in which the information will be published

The scheme covers information already published and information which is to be published in the future. Some information which we hold may not be made public, for example personal information.

2. 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 the School Profile and in other governing body documents
- Curriculum - information about policies that relate to pupils and the school curriculum
- School Policies and other information related to the school (i.e. School Handbook) - information about policies that relate to the school in general

3. 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 or letter. Contact details are set out below or you can visit our website at www.st-modwens.co.uk

Email: office@st-modwens.staffs.sch.uk

Telephone: 01283 247560

Contact Address: Tutbury Road, Burton-on-Trent, DE13 0AJ

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS). If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

4. 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 the internet, you can access our website through free Wi-Fi in public areas or a public library. Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

5. Information Currently Published

Item	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
School Profile and other information relating to the governing body	<p>The contents of the School Profile are as follows: list information included in the school profile e.g. performance data summary of Ofsted report school's intentions for the future, etc.</p>
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of the body entitled to appoint any category of governor <p>Details of any trust</p> <ul style="list-style-type: none"> • St Modwen's catholic Primary School has a religious character (Catholicism), a description of our Catholic ethos, vision and values and date the instrument takes effect is published
Minutes ¹ of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]</p> <p>¹Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>
School Handbook	<p>Details key information for staff, including staff organisation, aims and procedures.</p>
Accessibility Plan	<p>Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.</p>

Item	Description
Admissions Policy	Details information on the admissions process for St.Modwen's Catholic Primary School and the criteria involved.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Principal to prevent bullying.
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 school publications, music tuition, trips.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Complaints Procedure	Statement of procedures for dealing with complaints.
Data Protection Policy	This policy complies with the principles that are set out in the general data Protection Regulation (GDPR). It is to ensure that the St.Modwen's Catholic Primary School and all staff who process or use any personal information follow these principles at all times.
Data Sharing Policy	This policy complies with the principles that are set out in the general data Protection Regulation (GDPR). It is to ensure that the St.Modwen's Catholic Primary School and all staff who share any personal information follow these principles at all times.
Document and Data Retention Policy	Sets out how we comply with our legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the school and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.
Educational Visits Policy	Sets out guidelines that support the planning and implementation of educational visits organised by St.Modwen's Catholic Primary School .
Equality Diversity	Equality, Diversity and Cohesion Policy that provides a framework to promote equality, promote positive attitudes and good relations between diverse backgrounds.
Exclusion Policy	Informs the school's use of exclusion and the processes involved. This can be found contained within the school Positive Behaviour Policy.
Freedom of Information Policy	This is the School Publication Scheme on information available under the Freedom of Information Act 2000.
Health and Safety Policy	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.
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 pupils for example homework arrangements.

Item	Description
Privacy Notice – Pupils and Parents Privacy Notice – Staff Workforce	Statement of individuals (pupils, parents and staff) rights, under data protection law, to be informed about how St.Modwen’s Catholic Primary School uses any personal data held about them. Explanation within privacy Notices of how we collect, store and use personal data about pupils, parents and staff.
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school.
Record of Recruitment and Vetting Checks Policy	Clarifies the school’s position with regards to staffing, the recruitment and selection process, training and procedures, reference to applicable policies and the processes involved.
Safeguarding Policy	A policy which recognises of the school’s legal and moral duty to promote the well-being of children, in line with Section 175 of the Education Act 2002.
School session times and term dates	Details of school session and dates of school terms and holidays.
Sex and Relationships Education Policy	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
Safe use of Internet and E-Safety Policy	A policy for Safe Access to the Internet and E-Safety ensuring that:- <ul style="list-style-type: none"> • All members of the school community – children, teachers, parents and governors – are aware of the need for safe and responsible internet use • The issues surrounding internet safety are discussed • Internet use supports schools’ educational aims • LA requirements are satisfied.
School Workforce Acceptable use of ICT Policy	This Acceptable Use Policy is intended to ensure: <ul style="list-style-type: none"> • that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use. • that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. • that staff are protected from potential risk in their use of ICT in their everyday work. That school complies with guidance set out in GDPR (2018)
Staff Discipline, Conduct and Grievance Policy	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you wish to make a comment, please pass this on to our school business team (contact details in section 3 above), who will inform the most relevant and appropriate member of the Senior Management Team.

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>.
- Call 0303 123 1113 • Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

7. Related Policies

Data Sharing Policy	August 2019 – Version 1.1
Data Protection Policy	August 2019 – Version 1.1
Document and Data Retention Policy	August 2019 – Version 1.1
Privacy Notice for Pupils and Parents	August 2019 – Version 1.1
Privacy Notices for School Workforce	August 2019 – Version 1.1
Safe use of Internet and E-Safety Policy	August 2019 – Version 2.1
School Workforce Acceptable use of ICT Policy	August 2019 – Version 1.1