



Freedom of Information Policy

MISSION STATEMENT

At St Anne's we aim to meet people where they are on their faith journey and accompany and guide them on their way to achieving their full potential. We strive to create a Catholic community which shares common beliefs and where, following Christ's example, we recognise the unique and equal value of each member. Our commitment to each person's growth is reflected in the quality of our school's provision which seeks to maintain the highest possible standards of achievement and outcomes

Policy Adopted: 17th January 2019

Review date: January 2020

Signed: (Chair of Governors)



PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

The governing body is responsible for maintenance of this scheme.

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 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.

The Purpose of a Publication Scheme

This publication scheme commits St Anne's RC High School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below and where this information is held by Newman RC College. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.



The scheme commits St Anne's RC High School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

The classes of information that we undertake to make available are organised into seven broad topic areas:

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.



Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the school.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Page | 4

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on our website (www.st-annes.stockport.sch.uk). Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.



Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available with the minimum of inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Page | 5

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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.

Tel: 0161 432 8162

Contact Address:

St Anne's RC High School
Glenfield Road
Stockport
SK4 2QP

Email: admin@atannesrchighschool.com

To help us process your request quickly, please clearly mark any correspondence "**FOI PUBLICATION SCHEME REQUEST**" (in CAPITALS please)



Freedom of information

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(Hard copy and/or website)	
School staff and structure – names of key personnel	Hard Copy	P & P
Governing Body – names and contact details of the Governors and the basis of their appointment	Website	None
School session times, term dates and holidays	Website	None
Location and contact information – address, telephone number and website	Website	None
Contact details for the Headteacher and the Governing Body	Website	None
School Prospectus	Website	None
School session times and term dates	Website	None
GCSE results	Website	None

Page | 6

Information to be published	How the information can be obtained	Charge
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and the previous two years financial.	Hard Copy	P&P
Annual budget plan and financial statements.	Hard Copy	P&P



Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects.	Hard Copy	P&P
Additional funding – Income generation schemes and other sources of funding.	Hard Copy	P&P
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard Copy	P&P
Staffing and grading structure	Hard Copy	P&P
Pay policy – a statement of the college’s policy on procedures regarding teachers’ pay.	Hard Copy	P&P
Governor’s allowances – Details of allowances and expenses that can be claimed or incurred.	Website	None

Freedom of Information

Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.	(Hard copy and/or website)	
School profile Government supplied performance data. OFSTED report – summary and full report	Website Website	None None
Performance management information	Hard Copy	P&P
Child protection – policies and procedures on safeguarding and promoting the welfare of children	Website	None



Freedom of Information

Information to be published	How the information can be obtained	Charge
How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(Hard copy and/or website)	
Admissions policy – arrangements and procedures and right of appeal	Website Hard Copy (FOI)	None P&P
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard Copy (FOI)	P&P

Page | 8

Freedom of Information

Information to be published	How the information can be obtained	Charge
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy and/or website	
School policies including: Accessibility Plan Capability Charging and Remissions Complaints Discipline and grievance policies Educational Visits Family Leave Policy Finance Policy Flexible Working Governors' Allowance Grievance Policy Health and Safety Business Continuity Plan Improving Attendance Internal Appeals	A number of policies are on the school website, otherwise by request	P&P



Managing Change Scheme of Delegation Staff code of conduct policy Stress Teachers' Appraisal Policy Teachers' Pay policy Use of Social Media & E Safety Staff Whistleblowing		
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Pupil and curriculum policies. Including: Admissions Attendance Policy Behaviour for Learning Behaviour Principles with Written Statement Bullying Policy CEIAG Child Protection Sex Education Home-school agreement Mobile Phone Special Education Needs	A number of policies are on the school website, otherwise by request	P&P
Records management and personal data policies Information security Records retention Data Protection Policy - GDPR	A number of policies are on the school website, otherwise by request	P&P
Single Equality Act (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff – details of vacancies should be included	A number of policies are on the school website, otherwise by request	P&P
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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	Website	None



Information to be published	How the information can be obtained	Charge
Lists and registers Currently maintained lists and registers only	Hard copy; some information may only be available for inspection	
Curriculum circulars and statutory instruments	Hard Copy (FOI)	P&P
Disclosure logs	Hard Copy (FOI)	P&P
Asset registers	Hard Copy (FOI)	P&P

Freedom of Information

Information to be published	How the information can be obtained	Charge
The service we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(Hard copy and/or website; some information may only be available for inspection)	
Extra-curricular activities	Website	None
Out of school clubs	Website	None
School publications	Website	None
Leaflets, booklets and newsletter	Website	None

