

Freedom of Information Act Policy



This Policy was reviewed on September 2018

Signed Chair of Governors M Munro

Signed Head Teacher M Battersby

Next Review Date September 2021

ST SILAS CE PRIMARY SCHOOL
Freedom of Information Act

'Aim High: Dream Big'

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 in paper form and some of the information is available to be downloaded from our school website.

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:

We aim to provide our pupils with a quality education, both socially and academically, to lay the foundation for their future life.

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 the following broad topic areas:

Who we are and what we do

Organisational information, structures, locations and contacts.

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

How we make decisions

Decision-making processes and records of decisions.

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. **Lists and registers**

The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

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: **st.silas.primary@blackburn.gov.uk**

Tel: **01254-698447**

Fax: **01254-694809**

Contact Address: **St Silas CE Primary School, St Silas Road, Blackburn. BB2 6JP**

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, 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.

6. Classes of Information Currently Published:

Who we are and what we do

Organisational information, structures, locations and contacts.

Class	Description
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Instrument of Government	<p>The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.</p>
School prospectus and curriculum	<p>The contents of the school prospectus (if any). Once a prospectus has been published and made available to parents, access to it should be available to anyone. An outline of the school curriculum.</p> <p>School Brochure is available at: www.stsilasprimary.co.uk</p> <p>Contains information on the following:</p> <ul style="list-style-type: none"> • Letter from the Headteacher • Aims of the School • School day • Uniform • Procedure for absence • Subject areas • Parental Involvement and Homework • Equal Opportunities • Child Protection <p>Circular information is available at: Web:www.stsilasprimary.co.uk</p>
School session times and term dates	<p>School calendar dates are available at: www.stsilasprimary.co.uk</p>
Location and contact information	<p>Contact Information: St Silas CE Primary School, St Silas Road, Blackburn, Lancashire, BB2 6JP Tel: 01254 698447</p> <p>Website: www.stsilasprimary.co.uk</p> <p>Mrs Hillary Hinchliff - Headteacher Mrs Michele Battersby - Deputy Headteacher</p>

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

Class	Description
Annual budget plan and financial statements	<p>Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.</p> <p>Details of items of expenditure over £5000, including costs, supplier and transaction information. This should be published at least annually but at a more frequent quarterly or six-monthly interval where it is practical for schools to do so.</p>
Capital funding	Information on major plans for capital expenditure .Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.
Financial audit reports	
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.
Pay policy	The statement of the school's policy and procedures regarding teachers' pay.
Staff allowances and expenses	Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school's policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purpose of this document, "senior staff" means staff on the Senior Management or Leadership Team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum.

Staff pay and grading structures	The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.
Governors' allowances	Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Class	Description
Performance data supplied to the government	Year 6 SAT Results 2013 are available at: www.stsilasprimary.co.uk
Latest Ofsted report	The school should provide a link to its report on the Ofsted website. The School's latest Ofsted report is available at: http://www.ofsted.gov.uk/inspection-reports or www.stsilasprimary.co.uk
Performance management information	Performance management policy and procedures adopted by the governing body.
The school's future plans	Any major proposals for the future of the school involving, for example, consultation on a change in school status.

<p>Safeguarding and child protection</p>	<p>The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.</p> <ul style="list-style-type: none"> • St Silas Primary School Anti Bullying Policy • St Silas Primary School Attendance & Punctuality • St Silas Primary School Behaviour Management Policy • St Silas Primary School Equality Statement • St Silas Primary School SEN Policy • St Silas Primary School Teaching and Learning Policy • St Silas Primary School Child Protection Policy • St Silas Primary School Health and Safety Policy • St Silas Primary School Homework Policy • St Silas Primary School Child Protection Policy <p>All the above policies available at: www.stsilasprimary.co.uk</p>
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How we make decisions

Decision-making processes and records of decisions.

Class	Description
<p>Admissions policy / decisions</p>	<p>The school's admission arrangements and procedures, together with information about the right of appeal. We would not expect individual admission decisions to be published, but we would expect information on application numbers/patterns of successful applicants (including criteria on which applications were successful) to be published if this information is held by the school. If the school is not its own admissions authority, it should provide an appropriate link to the local authority.</p> <p>St Silas Primary School Admissions Policy is available at: www.stsilasprimary.co.uk</p>

Minutes of meetings of the governing body and its committees	<p>Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.</p>
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Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Class	Description
School policies and other documents	<p>This must include, as a minimum, policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. We would expect this information to include the required policies listed on the Department for Education's website. It will also include policies and procedures for handling information requests.</p> <ul style="list-style-type: none"> • St Silas Primary School Pupil Premium Policy Sept 2013 • St Silas Primary School Charging & Remissions Policy □ Policy relating to the website <p>All the above policies available at: www.stsilasprimary.co.uk</p>
Records management and personal data policies	<p>This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p>

Equality and diversity	<p>This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p> <ul style="list-style-type: none"> • St Silas Primary School Racial Equality Policy • St Silas Primary School Equal Opportunity Policy <p>All the above policies available at: www.stsilasprimary.co.uk</p>
Policies and procedures for the recruitment of staff	<p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p>
Charging regimes and policies	<p>Details of any statutory charging regimes should be provided. 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.</p> <p>If the school charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.</p>

Lists and registers

Class	Description
Curriculum circulars and statutory instruments	<p>Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.</p> <p>Circular information is available at: www.stsilasprimary.co.uk</p>
Disclosure logs	<p>If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.</p>

Asset register	We would expect some information from capital asset registers to be available, if such registers are held.
Any information the school is currently legally required to hold in publicly available registers	

The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

Class	Description
Extra-curricular activities	Extra-curricular club information is available at: www.stsilasprimary.co.uk
Out of school clubs	
School publications	
Services for which the school is entitled to recover a fee, together with those fees	
Leaflets, booklets and newsletters	Latest news from the school is available at: www.stsilasprimary.co.uk

7. 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 chair of governors at the school.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint 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