



St. Thomas More Catholic Primary School

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FREEDOM OF INFORMATION POLICY

This publication scheme commits St Thomas More 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, where this information is held by the schools.

The scheme commits St Thomas More School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held St Thomas More School and falls within the classifications below.
- To specify the information which is held by St Thomas More 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 St Thomas More 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

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 authority.

The classes of information will not include:

- Information the disclosure of which is prevented by Data Protection 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.

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

Where it is within the capability of St Thomas More School information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, we 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.

A statutory list of information we provide on our website.

1. Contact details

2. Admission arrangements
3. Link to Ofsted Report
4. Most recent key stage 2 results
5. Link to school performance tables on www.education.gov.uk
6. School curriculum information for each year group
7. Behaviour Policy
9. Pupil Premium allocation, use and impact on attainment.
10. SEN policy
11. Charging and remissions policy
12. School's ethos and values

The governing body is responsible for:

- Ensuring that the information above is published on the school website -or arranging for the information to be displayed on a website, and the address/details made known to parents
- Providing a paper copy of the information published on the website, without charge, to parents on request
- Making sure that the information is updated as soon as is reasonably practicable following a change to that information and, in any event, at least annually

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 at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of

access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

Contact details

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 or you can visit our website at www.ksjs.co.uk

Email: admin@stmsw.co.uk

Tel: 01799 523248

Fax:01799 525800

Contact Address: South Road Saffron Walden Essex CB113DW

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 head teacher

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, SK95AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

Reviewed March 2020