

# St Lawrence CE Primary School



*'Being the best we can be, because with God all things are possible'*

## Freedom of Information Scheme 2022

Date: September 2022

Review: September 2025

## Freedom of Information Act 2022-2025

### **This is St Lawrence CE Primary Schools 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 way 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 or can be emailed out to you.

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 has recently been 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: Some information might be confidential or otherwise exempt from publications by law – we cannot publish this.

*School Prospectus* – information published in the school prospectus.

*Governors' Documents* – information published in 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 or letter. Contact details are set out below:

Email: **A3091@taw.org.uk**

Tel: **01952 387780** Contact

Address:

**St Lawrence CE Primary School, Preston Upon the Weald Moors, Telford. TF6 6DH**

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

**School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<ul style="list-style-type: none"> <li>• The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</li> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the Headteacher and Chair of Governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• details of any affiliations with a religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
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
Curriculum offer	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationships education policy	Statement of policy about sex and relationship education
SEND Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	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.
Equality Policy	Statement of policy for promoting equality

Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

Class	Description
Published Ofsted reports	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post Ofsted Action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and remissions policy	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
School times and term dates	Details of school sessions, term dates and holidays
Health and safety policy and risk assessments	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
Complaints procedure	Statement of procedures for dealing with complaints.
Appraisal of staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff conduct, discipline and grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circular and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or governing body relating to the curriculum

Pay policy	Statement of the school's pay policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
Staffing structure	The school's plan for the implementation of any changes to its staffing structure following statutory review
Admissions policy	Statement of schools policy on Admissions
Annex A ~ Other documents	Annex A provides a list of other documents that are held by the school and are available on request

## 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 Headteacher, using the contact details previously listed.***

***Requests under FOI can be addressed to anyone in the school. Requests must be made in writing, (including email), and should include the enquirers name and correspondence address, and state what information you require. The school has a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is no need for the school to collect data in specific response to an FOI enquiry. There is a time limit of 20 days excluding school holidays for responding to the request.*** 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](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

## 8. Appeals

We will aim to determine all appeals within 20 days of receipt. The school will maintain records of all appeals and their outcome.

If on investigation the school's original decision is upheld, then the school has a duty to inform the complainant of their right to appeal to the Information Commissioner's office.

Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK95AF