

St Joseph's Catholic Primary School



FREEDOM OF INFORMATION PUBLICATION SCHEME - GUIDANCE

Ratified by Governors April 2025
Verified by Governors April 2025 (CD)

This is St Joseph's Catholic School Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

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 format in which the information will be made available.

1. The information available on request

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

- *the classes of information which we publish or intend to publish;*
- *the format in which the information will be made available; and*
- *whether the information is available free of charge or on payment.*

2. 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.

To help us process your request quickly, please clearly mark any correspondence: **FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST.**

tel: 01372 727850

e-mail: head@stjosephs-epsom.surrey.sch.uk

address: St. Joseph's Catholic Primary School, Rosebank, West Street, Epsom, KT18 7RT

If the information you are looking for is not available via the scheme and it is not on our website, you can still contact the school to ask if we have it.

3. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 5. If your request means that we have to do a considerable amount of photocopying or printing (20 or more copies), 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.

4. Classes of information currently published

Category 1: Who we are and what we do

Information to be published	How the information can be obtained	Cost
Organisational information, structures, locations and contacts (<i>this will be current information only</i>)	Website School Office request	Free
School Information	Website	Free
Staffing structure and contact details	School Office request	Free
Governing Body structure and contact details	Website School Office request	Free
Instrument of Governance and constitutional details	School Office request	Free
School session times and term dates	Website School Office request	Free
National tests assessment data	Website	Free

Category 2: What we spend and how we spend it

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy on request	Charge – see below
Capitalised funding	Hard copy on request	Charge – see below
Procurement and projects	Hard copy on request	Charge – see below
Pay policy	Hard copy on request	Charge – see below

Category 3: What our priorities are and how we are doing

Information to be published	How the information can be obtained	Cost
School strategic development plan	Hard copy on request	Charge – see below
Performance management policy and procedures	Hard copy on request	Charge – see below

Category 4: How we make decisions

Information to be published	How the information can be obtained	Cost
Agendas of meetings of the governing body and its sub-committees	Hard copies on request	Charge – see below
Agreed governors' meeting minutes [NB This will exclude information that is properly regarded as private to the meetings]	Hard copy on request	Charge – see below
Admissions policy	Website	Free

Category 5: Our policies and procedures

Information to be published	How the information can be obtained	Cost
School policies including: <ul style="list-style-type: none"> • Charging for school activities policy • Health and safety policy • Responding to parents' concerns • Staff conduct, discipline and grievance policies • Equality duty and objectives • Safeguarding and child protection policy 	Hard copy on request Website	Charge – see below
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Curriculum (all subjects) • Relationships and sex education (RSE) policy • Special educational needs and disability policy • Accessibility policy • Prayer and worship policy • Behaviour and discipline policy 	Hard copy on request Website	Charge – see below
Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention destruction and archive policies • Data protection (including information sharing policies, Fair Processing Notice) 	Hard copy on request	Charge – see below

Category 6: Lists and registers

Information to be published	How the information can be obtained	Cost
DBS & safeguarding logs	By inspection only	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	By inspection only	N/A

Category 7: The services we offer

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Hard copy on request	Charge – see below
Newsletters	Hard copy on request	Charge – see below

5. Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 20p per sheet (black & white)	30p per A4 sheet copied
Postage	Cost of 2 nd Class Stamp	Actual cost of Royal Mail standard 2 nd class

6. Timeframes

A request for information will be met within 20 school days of the school receiving it, or 60 working days if this is shorter. Working day means any day other than a Saturday, Sunday, public holidays and bank holidays.

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 – Mr Christopher Donovan – via 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

Tel: 01625 545 700

Email: publications@ic-foi.demon.co.uk..

Website: www.informationcommissioner.gov.uk