

St Elizabeth Catholic Primary School
Freedom of Information Policy



The Governing Body of St Elizabeth Catholic Primary School

Date of Policy	July 2021
Review Date	July 2023
Chair/Committee Chair of Governor's signature	
Headteacher's signature	

Mission Statement
Inspiring and achieving lifelong learning in a welcoming Catholic community.

Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality statement

As a school, we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

School Values

As a Catholic school with a strong Christian ethos, we actively support and promote a value-based education. By living out our 4Rs – **Relationships, Resilience, Responsibility** and **Respect**, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values.
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world.
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community.
- Inspire individuals to choose their own positive, personal, social, moral and spiritual values.
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement.
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning.

British Values

At St Elizabeth, we recognise and promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England and further tolerance and harmony between different cultural traditions by enabling pupils to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people; and
- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

FREEDOM OF INFORMATION ACT 2000: PUBLICATION SCHEME FOR PRIMARY SCHOOLS*

This is St Elizabeth Catholic Primary School 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 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.

2. Aims and Objectives

The school was founded by and is part of the Catholic Church. It exists to promote and to be a witness to the Catholic Faith. It assists Catholic parents to bring up their children in the ways of that Faith and does so by promoting gospel values and:

- the search for excellence;
- the uniqueness of the individual;
- the education of the whole person;
- the education of all; and
- moral principles.

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 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 four broad topic areas:

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 in writing using the form attached below. Contact details are set out below.

Tel: **0208 980 3964**

Contact Address:

Ms Angelina John

St Elizabeth Catholic Primary School

Bonner Road

Bethnal Green

London

E2 9JY

To help us process your request quickly, please clearly mark any correspondence "**St Elizabeth Catholic Primary School PUBLICATION SCHEME REQUEST**". If the information you are looking for is not available via the scheme, you can still contact the school to ask if we have it.

5. Paying for information

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 substantial 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 pound (£) sign in the description box.

6. Classes of Information Currently Published

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

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

Governing body information and other information relating to the governing body—**this section sets out information published in the Governors' information publication and in other governing body documents.**

Class	Description
Governors' Information publications	<p>The statutory contents of any Governors' information publication to parents are as follows:</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk; • a statement on progress in implementing the action plan drawn up following an inspection; • a financial statement, including gifts made to the school and amounts paid to governors for expenses; • a description of the school's arrangements for security of pupils, staff and the premises; • information about the implementation of the governing body's policy on pupils with special educational needs (SEND) and any changes to the policy during the last year; • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils, details of existing facilities to assist access to the school by pupils with disabilities and the accessibility plan covering future policies for increasing access by those with disabilities to the school; • a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning; • number of pupils on roll and rates of pupils authorised and unauthorised absence; • National Curriculum assessment results for appropriate Key Stages, with national summary figures; • a statement of the extent to which proposals in the post-inspection action plan have been put into effect.
Instrument of Government	<ul style="list-style-type: none"> • The name of the school; • The school's ethos statement; • The fact that the school is a voluntary-aided school and the Diocese or religious order which are its Trustees; • The name of the governing body; • The manner in which the governing body is constituted; • The term of office of each category of governor if less than 4 years; • The name of the person or body entitled to appoint any category of governor; • The date the instrument takes effect.
Minutes ¹ of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i></p>

¹ Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this

*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, e.g. homework arrangements.
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
Sex Education Policy	Statement of policy with regard to sex and relationship education (SRE).
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs (SEND).
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 Statement	Statement of policy for promoting race equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship complying with the rites, practices and discipline of the Catholic church.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	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 inspection reports referring expressly to the school	Inspection report of the last inspection of denominational education of the school. Published report of the last Ofsted inspection of the school and the summary of the report.
Post-inspection action plans	A plan setting out the actions required following the last inspection of denominational education. A plan setting out the actions required following the last Ofsted inspection.
Charging and Remissions Policies	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, e.g. school publications, music tuition, trips.
School session times and term dates	Details of school session and dates of school terms and holidays.
Health and Safety Policy and Risk Assessment	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	The school has adopted the Archdiocese of Westminster's procedures for dealing with complaints: available direct from Archdiocese of Westminster, Department of Schools, Vaughan House, Francis Street, London SW1P 1QN, Tel: 020 7798 9005, website: www.rcdow.org.uk/schools .
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.
Staff Conduct, Discipline and Grievance	The school has adopted the current procedures of the Catholic Education Service for regulating conduct and discipline of school staff and by which staff may seek redress for grievance. A priced publication is available direct from the CES at 39 Eccleston Square, London SW1V 1BX, Tel: 020 7901 4880, E-mail: general@cesew.org.uk , website: www.cesew.org.uk .
Curriculum circulars 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.
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 **Ms Angelina John**.

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

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

Website:www.informationcommissioner.gov.uk

**Copies of this model scheme, as adapted for Catholic schools is available at www.rcdow.org.uk/schools*

Freedom of Information Request Form

Name of person making request:

Contact telephone:

Contact email:

Address:

Please detail below the reason for your request and what you wish to be granted access to:

Responses to FOI requests will be made within 20 working days:

Date of Ratification:		Signed: Ms A John (HEAD TEACHER) Mr T O'Sullivan (CHAIR OF GOVERNORS)
Review date:		Signed: Ms A John (HEAD TEACHER) Mr T O'Sullivan (CHAIR OF GOVERNORS)
Review date:		Signed: Ms A John (HEAD TEACHER) Mr T O'Sullivan (CHAIR OF GOVERNORS)