



St. Anne's Catholic Primary School

The Freedom of Information Act 2000 Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by St. Anne's Catholic Primary school without further approval and will be valid until further notice.

This publication scheme commits a 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits a school:

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

St. Anne's Catholic Primary School within the Birmingham Diocese.

'We strive to develop motivated independent learners aiming to achieve their God given potential'

What we spend and how we spend it.

The Finance Committee of the Governing body have a role and responsibility to ensure financial procedures and processes are implemented.

What our priorities are and how we are doing.

Our School Development plan is reviewed annually with all staff and Governors.

How we make decisions.

The Governing Body is responsible for the school. The Governing body delegates the responsibility for implementing policies and procedures to the Head Teacher. The Head Teacher involves staff, children and parents where appropriate. The roles and responsibilities document is available on request.

Our policies and procedures.

Policies and procedures are developed by staff and /or LEA. The policies are agreed at committee meetings of the Governing Body and presented at full Governing Body meetings each term. Copies of policies are available on request.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the school.

The Services we Offer.

A school prospectus summarises all services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by 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.

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

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Further information is included in the Freedom of Information Policy.

Where it is within the capability of a school, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school 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 a school 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.

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 authority 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

School Website – www.st-annes-weepingcross.staffs.sch.uk

Email – office@st-annes-weepingcross.staffs.sch.uk

Schedule of Available Information

The School Development Plan and policy documents will be available upon request. Please email any requests to the address given above, make your request by telephone or in writing to the address below:

The Head Teacher
St. Anne's Catholic Primary School
Lynton Avenue
Weeping Cross
Staffordshire County Council ST17 0EA
Tele: 01785 663128