



**Freedom of Information Policy
for ACT and the following Academies:**

Our Lady of Lourdes Catholic Primary School
Sacred Heart Catholic Primary School
St Helen's Catholic Primary School
Holy Family Catholic Primary School
St Teresa's Catholic Primary School
St Joseph's Catholic Primary School
St George's Catholic Primary School
Our Lady of Ransom Catholic Primary School
St Thomas More High School

This Freedom of Information Policy has been approved and adopted by the Assisi Catholic Trust in July 2019 and will be reviewed in July 2020.

Committee Responsible: Audit and Risk Committee

Assisi Catholic Trust Mission Statement

Our mission is to inspire the children in our care and that our schools place Christ and the teaching of the Catholic Church at the centre of all we do. We believe that every child has a right to educational excellence and we will strive together in partnership to ensure this happens.

Motto

'Start doing what is necessary, then do what's possible and suddenly you are doing the impossible'

Introduction

This is Assisi Catholic Trust's 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.

The Local Governing Committee is responsible for the implementation of this policy of this scheme.

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 academy schools, should be clear and proactive about the format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

- 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.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the school. Some information which we hold may not be made public, for example personal information.

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 set out later in this document.

The classes of information that we undertake to make available are organised into four broad topic areas:

1. School Prospectus and New Starter information
2. Governors' Documents Information
3. Pupils & Curriculum Information
4. School Policies and other information related to the school

How to request information

If you require a paper version of any of the documents within the scheme, please contact the individual school by telephone, email, or letter.

Assisi Catholic Trust contact details are set out below:

Email: office@assiscatholictrust.com

Registered Office Address: St Thomas More High School, Kenilworth Gardens, Westcliff-on-sea, SS0 0BW

To help us process your request quickly, please clearly mark any correspondence with:

“FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST” (in CAPITALS please).

Please note that in the case of pupil educational record requests (see Class 3 below), a response to your request can take up to 15 school days.

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

Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise.

If your request means that we have to do a considerable amount of photocopying or printing (20 or more copies), or have to pay a large postage charge, or your request is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

Classes of information currently published for each of our schools.

1. School Prospectus and New Starter Information

This section sets out information published in the school prospectus.

Class	Description
School Prospectus	<ul style="list-style-type: none"> • the name, address, website and telephone number of the school, and the type of school • the name of the head teacher • a statement of the school's ethos and values • information about the school's policy on providing for pupils with special educational needs • information on the school policy on admissions • a statement of the school's aims • end of Key Stage assessment results, with national summary figures • latest Ofsted reports

New Starter Information

This information is sent shortly after the letter offering a place in the year of admission (timing depends on guidance from Essex County Council and Southend Local Authority)

Class	Description
New Starter Information	<ul style="list-style-type: none"> • the name, address, website and telephone number of the school, and the type of school • the name of the head teacher • school term dates, times, attendance and punctuality • staff and governors • uniform

2. The School Profile and other information relating to the local Governing Committee

This section sets out information published in the School Profile and in other governors' documents.

Class	Description
School Profile	<p>The statutory contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> • What have been our successes this year? • What are we trying to improve? • How have our results changed over time? • How are we sure that we are meeting the needs of individual pupils? • How do we make sure our pupils are healthy, safe and well supported? • What activities are available to pupils? • How are we working with parents and the community? • What have pupils told us about the school, and what have we done as a result? • What do our pupils do after leaving this school? • What have we done in response to Ofsted?
Instrument of Government and Constitution Details	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the Governing Committee • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • The date the instrument takes effect
<ul style="list-style-type: none"> • Minutes¹ of the Local Governing Committee and any sub committees 	<ul style="list-style-type: none"> • Agreed minutes of meetings of the local governing committee and its sub committees [current and last full academic school year].

3. Pupil Data & Curriculum Policies

This section gives access to information about pupil data and policies that relate to pupils and the school curriculum.

Class	Description
Pupil's Educational Record	<p>This covers information such as the records of pupil's academic achievements as well as any correspondence from teachers, local education authority employees, and educational psychologists engaged by the school's Governing Committee.</p> <p>In certain exceptional circumstances, the school can withhold an educational record; for example, where the information might cause harm to the physical or mental health of the pupil or another individual.</p>
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 Statement	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and specifications currently used by the school
Sex and Relationships Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs & Disabilities Policy	Information about the school's policy on providing for pupils with special educational needs and disabilities
Religious Education Policy	Information on the school's policy and the right of parents to withdraw children.
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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the school to prevent bullying.

4. 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 reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the letter to the children from the lead inspector.
Charging & Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extras, for which charges are permitted, for example 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	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 Policy	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the Governing Committee relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures.
Staff Conduct, Discipline & Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Curriculum circulars & statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education or the Diocese to the head teacher or Governing Committee relating to the curriculum

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 require further assistance or wish to make a complaint then initially this should be addressed to:

CAO, Assisi Catholic Trust
c/o St Thomas More High School, Kenilworth Gardens, Westcliff-on-sea, SS0 0BW

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 a formal complaint needs to be made, then this should be addressed to the Chair of Assisi Catholic Trust Board of Trustees at the above address.

If this does not resolve the issue, you may submit a formal complaint to the Information Commissioner's Office. The ICO 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.