



*Archdiocese of Westminster*

# Education Service

*Dedicated to Lifelong Growth of the Whole Person in Faith*

## ST. VINCENT DE PAUL CATHOLIC PRIMARY SCHOOL



# Freedom of Information and Publication Scheme

(CES Guidance Notes available in 2023)

## Mission Statement

*"We are called to be the hands and face of Jesus as we learn,  
love and grow together"*

Reviewed Summer 2023  
To be reviewed Summer 2025  
Reviewed by: Resource Committee

Signature:

Ratified at Full Governing Body meeting:  
Chair of Governors      Date ratified: 4<sup>th</sup> July 2023

# **This is Saint Vincent de Paul Catholic Primary School's 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 either available for you on our website to download and print off or 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's Office.

## **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 Appendix 1 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 by telephone, email or letter. You can visit our website at [www.stvincent.herts.sch.uk](http://www.stvincent.herts.sch.uk) from where you can download and print documents.

Email: **admin@stvincent.herts.sch.uk**

Tel: **01438 729555**

Contact Address: **Saint Vincent de Paul Catholic Primary School  
Bedwell Crescent  
Stevenage  
Herts SG1 1NJ**

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 and isn’t on our website, you can still contact the school to ask if we have it.

#### **5. Timescale to respond to a FOIA Request**

The UK General Data Protection Regulation [UK GDPR] that came into force on 25 May 2018, has impacted on the timescales for responding to FOIA requests. Tighter deadlines have been introduced and FOIA requests must be responded to “without undue delay”.

From the date of receiving a FOIA request, the school has one month to respond. If, however, the school receives a complex request or multiple requests, they can extend the timescale for a maximum of two further months. In order to legitimately extend the timescale, the school will (within one month of receiving the FOIA request) write to the individual requesting the information notifying them of the extension and providing a reason. The one month timescale is likely to present issues for the school when requests are received during summer closure periods and therefore any request made during this time must be via email, details above, as this is monitored during this period.

#### **6. 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. If the 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. Payment may be requested prior to provision of the information.

#### **7. Exemptions which apply so that the school need not provide the information**

There are various exemptions under the FOIA that mean that the school can refuse to provide the information where it holds it. Exemptions available include:

- Information that is already accessible;
- Information that is intended for future publication;
- Information which may endanger Health & Safety;

- Personal information of requester (this should be treated as a Subject Access Request, to be handled in accordance with the provisions of the GDPR);
- Breach of confidentiality;
- Legal Professional Privilege;
- Trade secrets and prejudice to commercial interests.

Some exemptions are “absolute” in nature. Others which are “qualified” require consideration to be given to whether the public interest in maintaining the applicability of the exemption outweighs the public interest in disclosing the information. If the public interest in applying the exemption wins in that balancing act, then the school may refuse a FOIA Request. This balancing act is referred to as the “Public Interest Test”.

The school is entitled to up to 20 extra working days to perform the Public Interest Test to determine whether there is a valid exemption to the general duty on them to provide the information requested. The school must contact the requester within the original time limit notifying them of the exemption they are seeking to rely upon and provide an estimate of time as to when they will have completed the Public Interest Test.

Where a FOIA Request is refused where the school is relying on an exemption(s), the school must notify the requester by sending them a Notice of Exemption. The school must state that it holds the information but is not obliged to disclose it due to the exemption which applies.

## **8. 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 at St Vincent de Paul Catholic Primary 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***

*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)**

## Appendix 1: Classes of Information Currently Published

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

Class	Description	Website	On Application
<b>School Prospectus</b>	The name, address and telephone number of the school, and the type of school	Yes	
	The names of the head teacher and chair of governors	Yes	
	Information on the school policy on admissions	Yes	
	A statement of the school's ethos and values	Yes	
	The fact that the school is a Catholic school and that the religious education is in accordance with the teachings and norms 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		Yes
	Information about the school's policy on providing for pupils with special educational needs	Yes	
	Number of pupils on roll and rates of pupils' authorised and unauthorised absences		Yes
	National Curriculum assessment results for appropriate Key Stages, with national summary figures	Yes	
	The arrangements for visits to the school by prospective parents	Yes	

**Governors' Documents** – information published in governing body documents.

Class	Description	Website	On Application
<b>Governing Body</b>	Names of governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school.	Yes	
<b>Instrument of Government</b>	The name of the school	Yes	
	The school's ethos statement	Yes	
	The manner in which the governing body is constituted: The fact that the school is a voluntary aided school and the diocese or religious order which are its trustees	Yes	
	The term of office of each category of governor if less than 4 years	Yes	
	The date the instrument takes effect	Yes	
<b>Minutes<sup>1</sup> of meeting of the governing body</b>	Agreed minutes of meetings of the governing body for the current academic year.	Yes	

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

## Pupils & Curriculum Policies - Policies that relate to pupils and the school curriculum.

Class	Description	Website	On Application
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.	Yes	
Curriculum Statement	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school, including policy regarding sex and relationship education scheme.	Yes	
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.	Yes	
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.	Yes	
Equality Scheme	Statement of policy for promoting equality as per Section 75 of the 1998 NI Act.	Yes	
Collective Worship (within RE Policy)	Statement of arrangements for the required daily act of collective worship complying with the rites, practices and discipline of the Catholic church	Yes	
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.	Yes	
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	Yes	

## School Policies and other information related to the school – General School policies

Class	Description	Website	On Application
Published inspection reports	Inspection report of the last inspection of denominational education of the school Lasted published Ofsted inspection and the summary report A plan setting out the actions required following the last Ofsted inspection	Yes	
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	Yes	
School session times & term dates	Details of school session and dates of school terms and holidays	Yes	
Health and Safety Policy	Statement of general policy with respect to health and safety at work of employees (and others)	Yes	
Complaints procedure	The school has adopted the Archdiocese of Westminster's procedures for dealing with complaints.	Yes	
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 head teacher on the effectiveness of appraisal procedures		Yes
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		Yes
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum	Yes	