



**Freedom of Information
Policy & Procedure**

Responsible committee: Finance &
Building

Ratified by Governing Body: March 2025

Review Date: annually (autumn term)

**This is St Dunstan's Catholic Primary School Publication Scheme
on the 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 and some is available on our website to download. 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

MISSION STATEMENT

Our mission is to be a happy, caring and compassionate Catholic community where each child's gifts are developed to the full and the foundations for lifelong learning are laid down.

Everyone will be supported, nurtured and inspired to be the very best they can be and to persevere to overcome life's challenges.

With God's help, we will educate our children to live safely and responsibly, to care for His wonderful creation and to live their lives through the example of Jesus and the values of the Gospel.

ETHOS AND VALUES

In order to achieve the purpose behind our mission statement, St. Dunstan's Catholic Primary School will provide a disciplined, challenging yet caring atmosphere where, through the commitment and enthusiasm of a dedicated team of teaching and ancillary staff we support and encourage:

- Children to develop confidence, moral awareness, a sense of responsibility, enquiring minds and discover how best to learn
- Staff to develop and be empowered to fulfil their potential and be supported with Continuing Professional Development
- Parental involvement in the education of their children and to nurture strong parental support for the school
- The whole school curriculum (including prayer, liturgies and Mass) to be an integral part in the development of our Catholic community

St. Dunstan's Catholic Primary School will create and maintain an environment, which will attract and retain staff who possess the necessary skills to meet the needs of all our children.

VISION

St. Dunstan's Catholic Primary School will be the focal point of the community and have the reputation for being a Catholic school where children are happy, strong in faith and strive for high academic and personal achievement.

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 various 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.

The school address	St. Dunstan's Catholic Primary School, Onslow Crescent, Woking, Surrey GU22 7AX
The school website	www.stdunstans.surrey.sch.uk
The school office telephone number	01483 715190

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.

Our data protection team may be contacted in the following ways :

email: dataservices@judicium.com

Tel: **0203 326 9174**

Contact Address: **72 Cannon Street, London EC4N 6AE**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS).

5. 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 scheme are provided free unless stated otherwise in section 6. If your 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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus (information on school website).	<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 Headteacher, Senior Leadership Team and Chair of Governors • information on the school policy on admissions • a statement of the school's ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils • information about the school's policy on providing for pupils with special educational needs • 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.

Information relating to the governing body– this section sets out information published in governing body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • 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 anybody entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect

Pupils & Curriculum Policies - This section gives access to information about 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 achievement, special educational needs, educational reports.</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 home learning 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
Relationships, Health and Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
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
Prayer and Liturgy Policy	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Pupil Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher 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 reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
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, 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 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	Statement of procedures for dealing with complaints

Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum
Equality Policy	Statement of policy for promoting equality.
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.

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: **Mrs G Morganti, Headteacher.**

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 Chair of Governors in the first instance, at the school address.

If we have not been able to resolve your complaint and you feel that a further 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*

Enquiry/Information Line: 0303 123 1113

Website: www.ico.org.uk