



# The Federation of Sacred Heart and St Mary's RC Primary Schools, Battersea

## **FREEDOM OF INFORMATION POLICY**

|                     |               |
|---------------------|---------------|
| <b>Approved By</b>  | Governors     |
| <b>Reviewed On</b>  | December 2022 |
| <b>Review Due</b>   | December 2023 |
| <b>Review Cycle</b> | Annually      |

## Guide to information available from Sacred Heart and St Mary’s Catholic Primary Schools, Battersea

Compliance with a request will be within the legally prescribed limit of 20 working days, excluding school holidays. The response time starts from the time the request is received. In the case that the enquirer has to be asked for more information to enable the school to answer, the 20 days start time begins when this further information has been received.

### A FOI Request should:

- Be in writing, including email or FAX.
- State the enquirer’s name and correspondence address.
- Describe the information requested - there must be enough information to be able to identify and locate the required information.
- If the information is held by another public authority, such as the local authority, then the request will be transferred to them.

| Information to be Published   | How the Information can be Obtained                                       | Cost   |
|---|---|--|
| <b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)<br><br>This will be current information only. | Website, prospectus (hardcopy)  | Charges for setting up procedures, policies and printing are met by the school and allocated within annual school budgets, which is evaluated on an annual basis.<br>Charges will incur when information is requested in the form of photocopying and postage charges as outlined below in the schools SCHEDULE OF CHARGES *** (page 7). |
| Who’s who in the school   | Website and hardcopy available from school office                         |  |
| Who’s who on the governing body and the basis of their appointment  | Hardcopy available from the school office and governors minutes.          |  |
| Instrument of Government  | Hardcopy available from the school. Minutes from Governing Body meetings. |  |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))         | Website, hardcopy from the school office upon request.                    |  |
| School prospectus   | Hardcopy  |  |

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| Annual Report  | Hardcopy available from school office.   |  |
| Staffing structure   | Hardcopy, Schools Pay Policy & School Improvement Plan.  |  |
| School session times and term dates  | Website, newsletter.   |  |
| <b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum | Hardcopy stored in school office. DFE website - benchmarking and electronically stored on SIM's database.  |  |
| Annual budget plan and financial statements  | Hardcopy stored in school office and electronically stored on SIM's database.  |  |
| Capitalised funding  | Hardcopy stored in school office.  |  |
| Additional funding   | Hardcopy stored in school office.  |  |
| Procurement and projects   | Hardcopy school office   |  |
| Pay policy   | Hardcopy and electronically stored   |  |
| Staffing and grading structure   | Hardcopy stored in school office and pay policy.   |  |
| Governors' allowances  | Hardcopy in stored in school office and electronically stored on SIM's.<br><a href="http://info.wandsworth.gov.uk/schools/olsi4s/default.htm">http://info.wandsworth.gov.uk/schools/olsi4s/default.htm</a> |  |
| <b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)<br>Current information as a minimum  | Hardcopy stored in school office and School Improvement Plan.  |  |
| <b>School profile</b><br>○ Government supplied performance data<br>○ The latest Ofsted report<br>- Summary<br>- Full report  | Hardcopy Ofsted website<br><a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>  |  |
| Performance management policy and procedures adopted by the governing body.  | Hardcopy in school and Governing Body minutes.   |  |
| Schools future plans   | Hardcopy in School office and Governing Body minutes.  |  |

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| Every Child Matters – policies and procedures   | Dfe website<br>www.education.gov.uk Evident in each school policy, hardcopy |  |
| <b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) | Hard copy available from school office. Governing Body minutes.             |  |

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| Current and previous three years as a minimum  |   |  |
| Admissions policy/decisions (not individual admission decisions)   | Hardcopy available from school office. Admissions subcommittee minutes. |  |
| Agendas of meetings of the governing body and (if held) its sub-committees   | Hardcopy in school office. Electronically stored by Clerk to Governors. |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.  | Hardcopy in school office. Electronically stored by Clerk to Governors. |  |
| <b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)   | Hardcopy from school office and electronically stored.                  |  |
| Current information only   |   |  |
| <b>School policies including:</b>  | Hardcopy from school office and electronically stored.                  |  |
| <ul style="list-style-type: none"> <li>○ Charging and remissions policy</li> <li>○ Health and Safety</li> <li>○ Complaints procedure</li> <li>○ Staff conduct policy</li> <li>○ Discipline and grievance policies</li> <li>○ Staffing structure implementation plan</li> <li>○ Information request handling policy</li> <li>○ Equality and diversity (including equal opportunities) policies</li> <li>○ Staff recruitment policies</li> </ul> |   |  |

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| <p><b>Pupil and curriculum policies, including: o Home-school agreement</b></p> <ul style="list-style-type: none"> <li>o Curriculum</li> <li>o Sex education</li> <li>o Special educational needs</li> <li>o Accessibility</li> <li>o Race equality</li> <li>o Collective worship</li> <li>o Careers education</li> <li>o Pupil discipline</li> </ul> | <p>Hardcopy from school office and electronically stored.</p> |  |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>o Information security policies</li> <li>o Records retention destruction and archive policies</li> <li>o Data protection (including information sharing policies)</li> </ul>  | <p>Hardcopy from school office and electronically stored.</p> |  |

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| Charging regimes and policies.<br><br>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. | Schools Charging Policy, School Journey & Debt Recovery Policy electronically stored in school office. Hard copy can be produced. |  |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only   | Hard copy or website. Some information may only be available by inspection.   |  |
| Curriculum circulars and statutory instruments  | Hard copy   |  |
| Disclosure logs   | Hard copy   |  |
| Asset register  | Electronically stored in school office hardcopy can be produced.  |  |
| Any information the school is currently legally required to hold in publicly available registers<br><b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>  | Hard copy   |  |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only  | Hard copy or website some information may only be available by inspection.  |  |
| Extra-curricular activities   | Newsletter, school office & website.  |  |
| Out of school clubs   | Newsletter, school office & website.  |  |
| School publications   | Newsletter, school office & website.  |  |
| Services for which the school is entitled to recover a fee, together with those fees  | Hard copy   |  |
| Leaflets books and newsletters  | Hardcopy or electronically stored by office.  |  |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above  |   |  |

## Schedule of Charges \*\*\*

This describes how the charges have been arrived at and should be published as part of the guide.

| Type of Charge                                      | Description  | Basis of Charges  |
|---|--|---|
| Disbursement cost                                   | Photocopying/printing @ 0.3p per sheet (black & white) for only over 3 copies. | Actual cost *   |
|   | Photocopying/printing @ 2.6p per sheet (colour) for only over 10 copies.       | Actual cost   |
|   | Postage  | Actual cost of Royal Mail<br>1st class basic letter rate 85p<br>2nd class basic letter rate 66p |
| Statutory Fee                                       |  | In accordance with the relevant legislation (quote the actual statute)                          |
| * The actual cost incurred by the public authority. |  |   |