

## St Anthony's Primary School ("St Anthony's") Freedom of Information Publications Scheme (the "Scheme")

### **1. Introduction: what is the Scheme is and why has it been developed**

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

The Scheme covers information already published by St Anthony's and information which is to be published by St Anthony's in the future. All information in the Scheme is available in paper form.

Some information which St Anthony's hold may not be made public, for example personal information.

The Scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Categories of information published**

Categories of information are known as 'classes'. The classes of information currently published on St Anthony's website are detailed below.

Class	Description
School Prospectus and Information for Parents Booklet	<ul style="list-style-type: none"><li><input type="checkbox"/> Contact details for the school</li><li><input type="checkbox"/> Information on the school policy on admissions</li><li><input type="checkbox"/> A statement of the school's ethos and values</li><li><input type="checkbox"/> Details of our parish links and the religious nature of the school</li><li><input type="checkbox"/> Information about the school's policy on providing for pupils with special educational needs</li><li><input type="checkbox"/> The arrangements for visits to the school by prospective parents</li></ul>

Class	Description
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Governors' Information	<input type="checkbox"/> Details of the Governing Body membership <input type="checkbox"/> Code of Conduct for the School Governing Boards <input type="checkbox"/> The role of Governors <input type="checkbox"/> Terms of Reference <input type="checkbox"/> Instrument of Government <input type="checkbox"/> Minutes of the Full Governing Body (from Nov 2015)
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Class	Description
Pupils & Curriculum	<input type="checkbox"/> Policies (the policies published on the website are those that are required to be there by law, however, the school has many more policies in place which parents are welcome to read) <input type="checkbox"/> Safeguarding information <input type="checkbox"/> Sports Funding <input type="checkbox"/> Pupil Premium <input type="checkbox"/> RE Inspection reports <input type="checkbox"/> Ofsted inspection reports

### 3. How to request information

Requests for paper versions of any of the documents within the Scheme should be made to St Anthony's school office.

### 4. Paying for information

Single copies of information covered by the Scheme are provided free. However, in the event that a request for paper versions involves significant photocopying, printing, or a large postage charge, St Anthony's may charge for the fulfilment of the request but, will provide details of the cost before proceeding.

Mrs. Jane Day

January 2016