

Thomas More Catholic School



Mission Statement

To Care for, respect and value all people and our environment.

To Learn that justice and love are the foundations of our Faith.
To make these the guiding principles of our community in its commitment to academic excellence and personal integrity.

To Achieve beyond our highest expectations, creating challenging opportunities, which take us all confidently through the 21st Century

FREEDOM OF INFORMATION POLICY

Date Reviewed	3rd December 2018
Review Confirmed by	Chair Resources Committee
Next Review Due	December 2019

This is Thomas More Catholic School's Publication Scheme on information available under the Freedom of Information Act 2000

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities should be clear and proactive about the information they will make public.

Thomas More Catholic School's publication scheme sets out:

- *The classes of information which TMCS publishes or intends 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 on TMCS website to download and print off or available in paper form.

Some information which TMCS holds may not be made public, for example personal information covered by the Data Protection Act.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The aims of TMCS emphasises the importance of each student as an individual and the need to focus on and promote the spiritual, moral, intellectual, physical, social, personal and cultural development of each person entrusted to our care.

To this end, all staff teaching and associate staff, endeavour to provide a warm and caring environment in which all children can grow in confidence and trust and achieve their true all round potential, and this publication scheme is a means of showing how we are pursuing these aims.

This Policy will ensure:

- The School will comply with their duties under the FOIA and EIR and handle requests under the correct regime.
- The school will have a system in place which will result in proactive publication of what information is available.
- Any person knows they can make a request and who to contact.
- All appropriate staff will be able to recognise and respond appropriately to a valid request for information.
- That there is awareness amongst staff, contractors or others having contact with the school that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information

3. Categories of information published

The publication scheme gives information which TMCS currently publishes, has recently published or which will be published 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 TMCS undertakes to make available are organised into four broad topic areas:

- Information related to the Governing Body
- Students and Curriculum
- School Policies and other information related to the school

To review and update on a regular basis the information TMCS makes available.

4. How to request information

If a paper version of any of the documents within the scheme is required, please contact the school by telephone, email, fax or letter. Contact details are set out below or access to TMCS website is www.tmore.org.uk

Email: schooloffice@tmore.org.uk

Tel: **02086686251**

Contact Address: **Thomas More Catholic School, Russell Hill Rd, Purley, Surrey CR8 2XP**

To help process any request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**.

5. Paying for information

Information published on TMCS website is free, although costs may be incurred from any Internet service provider used.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If a request means that photocopying or printing is involved, or postage charges are incurred, or a priced item such as printed publications or videos the cost will be made clear before the information is sent out. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

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

Instrument of Government and Standing Orders	<ul style="list-style-type: none"> • The name of the school • The category of the school • The names 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 any body 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
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the Governing Body and its committees <i>[current and last full academic school year]</i> .

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

Pupils and Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
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 students, for example homework arrangements.
Curriculum Issues	Information on the policy for curriculum subjects and religious education and schemes of work and syllabuses currently used by the school also Governors’ report to parents.
Education in Personal Relationships Policy	Statement of policy with regard to Sex and Relationship education.
Special Education Needs Policy	Information about the school's policy on providing for students with special educational needs.
Disability Policy	Information about the schools policy on dealing with those students with disabilities.
Equal Opportunities Policy	Statement of policy for promoting equal opportunities.
Collective Worship	Statement of arrangements for the required daily act of collective worship and the Liturgical life of the school.
Staffing Policy	Statement of Governors’ policy relating to staffing.
Freedom of Information Policy	Statement of Governors’ policy relating to the Freedom of Information Act 2000.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school.
Discipline	Statement of Governors’ principles on behaviour and discipline.
Gifted and Talented Policy	Statement of Governors’ policy relating to Gifted and Talented pupils into life of the school.
Anti Bullying Policy	Statement of Governors’ principles including measures taken 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.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is 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.
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.
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 of Education and Skills to the head teacher or Governing Body relating to the curriculum.

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 the Head teacher.

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.

Website : www.informationcommissioner.gov.uk