



Inspire



Educate

Love



Reaching our potential together in Christ.

Freedom of Information

## At St Mary Magdalen's we believe that:

### We must Inspire our children, and in order to do this we must :

- Promote Enjoyment;
- Strive for Happiness;
- Develop an environment where children are glad to come to school;
- Celebrate our successes;
- Always aim to have health and well-being.

### By accepting God's word, Love will always be at the centre of our school and we will show this by:

- Remembering our uniqueness;
- Believing in equality and accepting and respecting differences;
- Living by our Christian values;
- Forging partnerships;
- Being Forgiving;
- Accepting forgiveness;
- Showing patience;
- Being prayerful;
- Ensuring there is a safe environment both physically and emotionally for our children and staff to grow in;
- Having self-reflection;
- Remembering our spirituality;
- Creating a love of learning.

### When we Educate our children we must:

- Ensure that all our children achieve their full potential;
- Remember the whole child;
- Have high expectations in all areas for all our children;
- Create a curriculum to stimulate all our children.



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Policy Name: Freedom of Information

Subject coordinator: Mrs H V Bird

Date reviewed: September 2019

Date to be renewed: September 2021



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### Publication Scheme for 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 (which is referred to as the 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.
- 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. 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

We value the following aspects of our school and aim to:

- Share and promote Christian values, participating in Christian worship both in school and in the parish.
- Provide a stable and secure Christian environment, enabling all to pursue their Christian journey.
- Instil a sense of belonging to a community based upon mutual trust.
- Help all to understand, value and appreciate each other's role within the school.
- Develop a positive working partnership through involvement with the wider community.
- Ensure that pupils become responsible and caring members of society.
- Encourage all members of the school to grow in confidence and self-esteem.



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- Provide a broad and balanced education for all, whilst recognising the varying needs of individuals.
- Promote high standards of attainment and achievement by assisting everyone to do their best.
- Recognise and celebrate achievement, encouraging everyone to succeed, both academically and in the wider aspects of school life.

### 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”. 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 the Governors' Annual Report and in other 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, fax or letter. Contact details are set out below.

Tel: **01254 232329**

Fax: **01254 398502**

Contact address: **St Mary Magdalen's C of E Primary School, Devonshire St.,  
Accrington BB5 1DW**

### 5. Paying for information



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Information published on our website is free, although you may incur costs from your Internet service provider. 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. The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion):

- The name, address and telephone number of the school, and the type of school.
- The names of the Headteacher and the Chair of Governors.
- Information on the school's policy on admissions.
- A statement of the school's ethos, values and aims.
- 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.
- The 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.
- Arrangements for visits to the school by prospective parents.

#### Governors' Annual Report and other information relating to the Governing Body

This section sets out information published in the Governors' Annual Report and in other Governing Body documents.

The statutory contents of the Governors' Annual Report to parents are as follows (other items may be included in the Annual Report at the school's discretion).

- A statement on progress in implementing the Action Plan drawn up following an Inspection.



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- A financial statement, including gifts made to the school and amounts paid to Governors for expenses.
- A description of the school's arrangement for the security of pupils, staff and the premises.
- Information about the implementation of the Governing Body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year.
- The number of pupils on roll and rates of pupils' authorised and unauthorised absences.
- National Curriculum assessment results for the appropriate Key Stages, with national summary figures.

### Instrument of Government

- 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 four years.
- The name of any body entitled to appoint any category of Governor.
- If the school has a religious character, a description of the ethos.
- The date the instrument takes effect.

### Minutes of meetings of the Governing Body and its Committees

Agreed minutes of the Governing Body and its Committees (from March 2004)

### Pupils and Curriculum Policies []

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

### It should be noted that information about individual pupils is not retained in school once a pupil has left the school.

- Home-school agreement
- Curriculum
- Sex education
- Special educational needs
- Accessibility plans



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- Equality
- Collective worship
- Child protection
- Pupil discipline

### **School Policies and other information related to the school**

- Published report of the last inspection of the school, the summary of the report and the last inspection report of religious education.
- Post-Ofsted Action Plan
- Charging and Remissions Policies
- School session times and term dates
- Health and Safety Policy
- Complaints Procedure
- Performance Management
- Staff Conduct, Discipline and Grievance
- Curriculum documents

Any other information requested but not listed here involving searches for more specific information will incur a minimum charge of £150 rising to a maximum of £450 depending on the extent of the search. Applicants for information will be notified of the estimated charge before the search takes place.

### **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 Headteacher at the school address.

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 which ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner



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Wycliffe House  
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or

Enquiry/Information Line: 01625 545 700

Email [publications@ic-foi.co.uk](mailto:publications@ic-foi.co.uk)

Website <https://ico.org.uk/>



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