



Archdiocese of Westminster

Education Service

Dedicated to Lifelong Growth of the Whole Person in Faith

FREEDOM OF INFORMATION ACT 2000: PUBLICATION SCHEME

This is Our Lady of the Vistation Catholic Primary School's Publication Scheme on 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 either available for you on our website to download and print off, or 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

The school was founded by and is part of the Catholic Church. It exists to promote and to be a witness to the Catholic Faith. It assists Catholic parents to bring up their children in the ways of that Faith and does so by promoting gospel values and:

- the search for excellence,*
- the uniqueness of the individual,*
- the education of the whole person,*
- the education of all, and*
- moral principles.*

and 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 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 or you can visit our website at <http://www.visitation.ealing.sch.uk>

Email: admin@olovrc.com

Tel: 0208 575 5344

Contact Address: Our Lady of the Visitation Catholic Primary School, Greenford Road, Middlesex, UB6 9AN

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

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.

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.

For information that is not available on the website a request should be made in writing to the Headteacher of the school clearly stating who the information is for and the purpose of requesting the information.

The cost to a person directly requesting information from the school will be £25 per hour of work. 'Work' means the time needed to find, extract and photocopy the information asked for. The Headteacher will calculate the cost of supplying the information requested and inform the Governing Body. A 'fees notice' will then be sent to the applicant stating the amount for compliance with the request. The fee needs to be paid within three months of the original application or the application will automatically be declined.

There is a maximum of 18 hours of work that the school will undertake equating to a £450 charge.

If the school feels that any request will take more than the maximum 18 hours of work specified then it will cite Section 12 of the Freedom of Information Act 2000:

"Exemption where cost of compliance exceeds appropriate limit "

If this is the case for any request the school will advise the applicant on what could be provided within the 18 hour limit.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus	<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 head teacher and chair of governors · information on the school policy on admissions · a statement of the school's ethos and values · the fact that the school is a Catholic school and that the religious education is in accordance with the teachings and norms of the Catholic Church, parents' right to withdraw their child from religious education and collective worship and any alternative provision which exists for such 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 school's ethos statement · The fact that the school is a voluntary aided school and the diocese or religious order which are its trustees · 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 the person or body entitled to appoint any category of governor · The date the instrument takes effect
Minutes¹ 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 & 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 pupils for example homework 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
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
Collective Worship	Statement of arrangements for the required daily act of collective worship complying with the rites, practices and discipline of the Catholic church
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Pupil Discipline	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 inspection reports referring expressly to the school	Inspection report of the last inspection of denominational education of the school Published report of the last Ofsted inspection of the school and the summary of the report
Post inspection action plans	A plan setting out the actions required following the last inspection of denominational education A plan setting out the actions required following the last Ofsted inspection.
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	The school has adopted the Archdiocese of Westminster's procedures for dealing with complaints: available direct from Archdiocese of Westminster, Department of Schools, Vaughan House, Francis Street, London SW1P 1QN, Tel: 020 7798 9005, website: www.rcdow.org.uk/schools
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	The school has adopted the current procedures of the Catholic Education Service for regulating conduct and discipline of school staff and by which staff may seek redress for grievance £ Priced publication available direct from the CES at 39 Eccleston Square, London SW1V 1BX, Tel: 020 7901 4880, E-mail: general@cesew.org.uk , website: www.cesew.org.uk
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
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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 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 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

**Copies of this model scheme, as adapted for Catholic schools, available on www.rcdow.org.uk/schools*

[INSERT School Name]
Freedom of Information Publication Scheme
Annex A – Further documents held by the school

Name of Document	Description
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