



SaintGREGORY'S
Bath

FREEDOM OF INFORMATION ACT 2000: PUBLICATION SCHEME FOR SAINT GREGORY'S BATH

*This is Saint Gregory's Bath Publication Scheme
on information available under the Freedom of Information Act 2000: Section 19
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 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's office, an Independent Authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

2. Mission, Ethos and Values

The school was founded by and is part of the Catholic Church. The school is to be conducted as Catholic School in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of Clifton and in particular:

- (a) religious education is to be in accordance with the teachings, doctrines, discipline and liturgical norms of the Catholic Church;
- (b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;

and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

Our College Mission Statement is available on the website.

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:

- College Website– information published on the College website.
- Governors’ Documents – information published in documents from the Full Governing Body and its Committees.
- Pupils & Curriculum – information about policies that relate to pupils and the College curriculum.
- College Policies and other information related to the College - information about policies that relate to the College in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Headteacher at the College by email, fax or letter. Contact details are set out below.

Email: stgregorys_sec@bathnes.gov.uk

Fax: 01225 835848

Contact Address: Saint Gregory’s Bath, Combe Hay Lane, Odd Down, Bath, BA2 8PA

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 is not available via the scheme you can still contact the College 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 do not 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 College clearly stating who the information is for and the purpose of requesting the information.

The cost to a person directly requesting information from the College will be £25 per hour of work. ‘Work’ means the time needed to find, extract and photocopy the information requested. 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 College will undertake equating to a £450 charge.

If the College 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 College will advise the applicant on what could be provided within the 18 hour limit.

6. Classes of Information Currently Published

College Website – this section sets out information on the College website as required by law:

- Contact details
- Admissions arrangements
- Link to Ofsted report
- Key Stage 4 results – most recent
- Link to school performance tables
- School curriculum information for each year group
- Behaviour Policy
- Pupil Premium allocation
- SEN Policy
- Charging and Remissions Policy
- College's ethos and values

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 College• The College's ethos statement• The fact that the College 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 four 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 but may be available on request.

Policies and other Documents - as required by law as at February 2014

- Admissions Policies (Y7-11 and Sixth Form Policies)
- Allegations of Abuse Against Staff Policy
- Appraising Teacher Performance Policy
- Behaviour for Excellence Policy
- Charging Policy
- Child Protection Policy
- Complaints Procedure
- Data Protection Policy
- Disability Equality Scheme with Accessibility Plan
- Equality Objectives
- Equality Information Statement
- Freedom of Information Publication Scheme
- Governors' Allowances
- Health and Safety Policy
- Home-School Agreement
- Instrument of Government
- Managing Performance Formal Procedure (Teaching Staff) Policy (*capability*)
- Minutes of Governing Body Committees
- Premises Management
- Pupil Premium Report
- Register of Business Interests
- Register of Pupils (Attendance and Admissions)
- Relationships and Sex Education Policy
- Single Central Record of Recruitment, Vetting Checks
- Special Educational Needs Policy
- Staff Discipline Conduct and Grievance
- Teachers' Pay Policy

Other College Policies

- Absence and Cover Policy
- Acceptable Use (ICT) Policy
- Anti-bullying Policy
- Attendance Policy
- Careers Education / Independent Advice and Guidance
- Collective Worship Policy
- Community Cohesion Policy
- Contingency Plan in Case of Emergencies
- Curriculum Policy Statement
- Diocesan SEF
- Disability Policy
- Drug Education and the Management of Drug Related Incidents
- Educational Visits Policy
- Equality Policy
- E-Safety
- Exam Policy
- Financial Administration Policy Manual
- Finance Information and procedure for Budget Holders
- Gender Equality Policy
- Gender Equality Scheme and Action Plan
- Governors' Pupil Discipline Committee Procedures Policy

- Handling Policy
- Induction Policy for New Governors
- Lettings Policy
- Memorandum of Agreement (Bath Christian Federation)
- Music Fees
- Personal, Social and Health Education
- Privacy Notice
- Probation Policy and Procedure for School Support Staff
- Purchasing Policy
- Race Equality Policy
- Rewards Policy
- Risk Management Policy
- Risk Register
- Safer Recruitment Policy
- Safeguarding Controls and Good Practice
- School Development Plan
- Schools Financial Value Standard (SFVS)
- Spiritual, Moral, Social and Cultural Policy
- Staff Handbook (Whistleblowing, Physical Restraint, Teachers' Standards)
- Support Staff Pay Policy
- Teaching and Learning Policy
- Travel Plan

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 of the College.

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*