



St Thomas' Church of England  
Primary School

# Freedom of Information Policy

Author: Mrs C Gilmour  
Written: December 2017  
Reviewed:

**School Purpose and Vision Statement:**

**Within the love of God we Guide, Challenge, Inspire, Nurture**

A guiding light

Challenging minds

Inspiring hearts

Nurturing talents

Grounded in God's love

Amidst the ever changing tides of life

*"I am the way; the truth and the life" John 14 v6*

**Mission Statement:**

At St Thomas' we

**Guide:** lead, encourage and model by example through our Gospel values

**Your word is a lamp to my feet and a light to my path**

**Psalm 119 v105**

**Challenge:** expect the best from the whole school community

**Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go**

**Joshua 1:7**

**Inspire:** promote creativity, spirituality, teamwork and ambition through a growth mindset

**Therefore encourage one another, build each other up, just as in fact you are doing**

**1 Thessalonians 5:11**

**Nurture:** love, value and care for everyone within our school family

**Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.**

**Colossians 3:12**

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## **FREEDOM OF INFORMATION POLICY**

This is the Publication Scheme on information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

The Governing Body of St Thomas' CE Primary School adopted this policy on \_\_\_\_\_ 6<sup>th</sup> February 2018 \_\_\_\_\_. It will review it on a 3 year basis (or as advised).

### **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
- Whether the information is available free of charge or on payment

The scheme covers information already published and information to be published in the future. All information in our publication scheme is either available for you on our website <http://www.st-thomas.lancs.sch.uk> to download and print off or available in paper form. Some information that 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. School Aims and Objectives**

At St Thomas' Church of England Primary School we aim to nurture and maximise the full learning potential of each child, and foster their spiritual, moral, cultural, mental and physical development. We want our children to be happy, healthy and successful, within our school family.

We aim to:

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- Create a happy, safe and caring environment
- Value each child for his or her individual talents
- Help children to learn that courtesy, good manners and consideration for others are important qualities
- Promote good relationships between pupils and adults in a happy and harmonious community where good relationships are underpinned by mutual respect and kindness. To treat all fairly and listen to others sympathetically and attentively
- Have respect and strive for high standards in their appearance, learning and behaviour
- Prepare our pupils for the responsibility and experiences of adult life to enable them to develop as well rounded members of society within the world in which they will live
- To expect and maintain high standards of behaviour, courtesy and politeness at all levels so that all are treated well
- To be an inclusive school and to establish practice which ensures, in all aspects of our work, that every pupil is given equality of opportunity, regardless of gender, special needs, disability or race
- To provide teaching and learning of the highest quality, treating our pupils as individuals and to differentiate teaching and learning to take account of their individual and special needs
- To nurture children's spiritual moral and social development and help them to grow in self-confidence and self-esteem
- To ensure that all pupils benefit from a rich, broad, balanced curriculum presented in an interesting, exciting and imaginative manner with many opportunities for first-hand experience, practical work, investigation and learning through play
- To teach basic skills and core subjects well and to give great emphasis to the foundation subjects and RE, especially to the creative aspects, including art, poetry, story, dance, music, and performance

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- To contribute to the life and work of the school with energy and enthusiasm
- To make parents and the wider community equal partners with the school
- To build a welcoming, friendly, bright and lively, happy place where children feel secure and where they enjoy growing up

At St Thomas' we ensure an atmosphere where children are purposefully engaged in learning which promotes excellence, enjoyment, perseverance, self-control and independence.

### 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:

<i>School Prospectus</i>	information published in the school prospectus
<i>Governors' Documents Information</i>	information about the roles of Governors, who St Thomas' Governors are, and attendance at meetings
<i>Pupils &amp; Curriculum</i>	information about policies that relate to pupils and the school curriculum
<i>School Policies and other information related to the school</i>	information about policies that relate to the school in general

### 4. How to request information

Once a request has been received in writing you will have the statutory right to receive the information within twenty working days. If you require a paper

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version of any of the documents within the scheme, please contact the school by email, fax or letter. Some information may already be available on our website.

Email: [head@st-thomas.lancs.sch.uk](mailto:head@st-thomas.lancs.sch.uk)

Contact Address:

Mrs Claire Gilmour, Headteacher St Thomas' Church of England Primary School, St Thomas' Road, Lytham St. Anne's, Lancashire, FY8 1JN

Website: [www.st-thomas.lancs.sch.uk](http://www.st-thomas.lancs.sch.uk)

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. Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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, we will let you know the cost and request payment before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

- Classes of information currently published

School Prospectus – This section sets out information published in the school prospectus. In the event of a parent being unable to access an electronic copy, they should apply to the school and a copy will be provided.

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at

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	<p>the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and chair of governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• 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</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>
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School Profile and other information relating to the governing body – This section sets out information published in the School Profile and in other governing body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> </ul>

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	<ul style="list-style-type: none"> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
Minutes <sub>1</sub> 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> ]

<sub>1</sub> 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. This is provided free upon entry to school and thereafter is chargeable.

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

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	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
Child Protection/Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
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 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	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

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plan	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 & 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
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request

## 6. 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

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require further assistance or wish to make a complaint then initially this should be addressed to:

Mrs Claire Gilmour, Headteacher St Thomas' Church of England Primary School, St Thomas' Road, Lytham St. Anne's, Lancashire, FY8 1JN

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

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)