



Freedom of Information Policy

For the following academies:

Cardinal Newman Catholic Primary School
Salesian School
St Alban's Catholic Primary School
St Anne's Catholic Primary School
St Augustine's Catholic Primary School
St Charles Borromeo Catholic Primary School
St Cuthbert Mayne Catholic Primary School
St John the Baptist School
St Hugh of Lincoln Catholic Primary School
The Holy Family Catholic Primary School
The Marist Catholic Primary School
Teach SouthEast

This Freedom of Information Policy has been approved and adopted by the Xavier Catholic Education Trust in July 2018 and will be reviewed in July 2020.

Committee Responsible: Audit and Risk Committee

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

Introduction

This is Xavier Catholic Education Trust's Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

The Local Governing Committee is responsible for the implementation of this policy of this scheme.

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 academy schools, should be clear and proactive about the format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

- *the classes of information which we publish or intend to publish;*
- *the format in which the information will be made available and whether the information is available free of charge or on payment.*

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the school.

Some information which we hold may not be made public, for example personal information.

Aims of Xavier Catholic Education Trust

It is the aim of our multi-academy trust to create a happy, caring and inclusive learning environment where all members of the school community have the opportunity to develop in confidence to their full potential within a setting in which they feel valued and equipped for the next steps on the road to lifelong learning.

We will do this by:

- fostering respect for one another, the school environment and the local community.
- having high expectations of both behaviour and achievement in all areas.
- striving to ensure equal opportunity for everyone, regardless of gender, ethnic and cultural backgrounds, beliefs and intellectual and physical ability.
- using a variety of teaching methods to deliver the Foundation Stage Curriculum and the National Curriculum.

- allowing learners to engage in a range of practical and meaningful tasks that address different learning styles.
- encouraging 'risk' taking, promoting independent learning thereby accepting some responsibility for their own progress.
- striving to develop positive home/school links and actively involving parents in the life and work of the school.
- liaising with local schools and the community as a whole.
- taking all opportunities to develop positively.

This publication scheme is a means of showing how we are pursuing these aims.

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 set out later in this document.

The classes of information that we undertake to make available are organised into four broad topic areas:

<i>School Prospectus and New Starter information</i>	Information published in the school prospectus, and set out in the letter offering a place.
<i>Governors' Documents</i>	Information published in the School Profile and in other local governing committee documents.
<i>Pupils & Curriculum</i>	Information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.
<i>School Policies and other information related to the school</i>	Information about policies that relate to the school in general.

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. The Xavier Catholic Education Trust contact details are set out below:

Telephone:	01932 582595
Email:	info@xaviercet.org.uk
Address:	Guildford Road Chertsey Surrey KT16 9LU

To help us process your request quickly, please clearly mark any correspondence with:

“FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST” (in CAPITALS please).
Please note that in the case of pupil educational record requests (see Class 3 below), a response to your request can take up to 15 school days.

If the information you are looking for is not available via the scheme and it is not on our website, you can still contact the school to ask if we have it.

Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise.

If your request means that we have to do a considerable amount of photocopying or printing (20 or more copies), or have to pay a large postage charge, or your request is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

Classes of information currently published for each of our schools.

1. School Prospectus and New Starter Information

This section sets out information published in the school prospectus.

Class	Description
School Prospectus	<ul style="list-style-type: none">the name, address, website and telephone number of the school, and the type of schoolthe name of the head teachera statement of the school's ethos and valuesinformation about the school's policy on providing for pupils with special educational needs <p>Plus loose leaf information</p> <ul style="list-style-type: none">information on the school policy on admissionsa statement of the school's aimsNational Curriculum assessment results for Key Stage Two, with national summary figureslatest Ofsted report

New Starter Information is sent with the letter offering a place. This is usually the end of February in the year of admission (timing depends on guidance from Surrey County Council).

Class	Description
New Starter Information	<ul style="list-style-type: none">the name, address, website and telephone number of the school, and the type of schoolthe name of the head teacher <p>Plus loose leaf information</p> <ul style="list-style-type: none">school term dates, times, attendance and punctualitystaff and governorsuniform

2. The School Profile and other information relating to the local Governing Committee

This section sets out information published in the School Profile and in other governors' documents.

Class	Description
The School Profile	<p>The statutory contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> • What have been our successes this year? • What are we trying to improve? • How have our results changed over time? • How are we sure that we are meeting the needs of individual pupils? • How do we make sure our pupils are healthy, safe and well supported? • What activities are available to pupils? • How are we working with parents and the community? • What have pupils told us about the school, and what have we done as a result? • What do our pupils do after leaving this school? • What have we done in response to Ofsted?
Instrument of Government and Constitution Details	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the Governing Committee • The manner in which the Governing Committee is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos <p>The date the instrument takes effect</p>
Minutes ¹ of the Local Governing Committee and any sub committees	<p>Agreed minutes of meetings of the local governing committee and its sub committees <i>[current and last full academic school year]</i>.</p>

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

3. Pupil Data & Curriculum Policies

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

Class	Description
Pupil's Educational Record	This covers information such as the records of pupil's academic achievements as well as any correspondence from teachers, local education authority employees, and educational psychologists engaged by the school's Governing Committee. In certain exceptional circumstances, the school can withhold an educational record; for example, where the information might cause harm to the physical or mental health of the pupil or another individual.
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 Statement	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
Religious Education Policy	Information on the school's policy and the right of parents to withdraw children.
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
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

4. 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 letter to the children from the lead inspector.
Charging & 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.
Parental Concerns Policy	Statement of procedures for dealing with complaints.
Performance Management of Staff	Statement of procedures adopted by the Governing Committee relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures.
Staff Conduct, Discipline & Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Curriculum circulars & statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education and Skills to the head teacher or Governing Committee relating to the curriculum

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:

***CEO, Xavier Catholic Education Trust
c/o Salesian School, Guildford Road, Chertsey, KT16 9LU***

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 Chair of Xavier Catholic Education Trust Board of Directors at the above address.

If this does not resolve the issue, you may submit a formal complaint to the Information Commissioner's Office. The ICO 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