



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

Freedom of information act 2000: publication scheme

Policy: Freedom of Information Act 2000

Date of publication: June 2014

Responsible Committee: Chairman's Committee

Date of approval by Governing Body: June 2014

Date of next review: As required.

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 the governing body has produced 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. Most of the information in our publication scheme is available on our website, other information is available on request.

Hard copies can be provided if required. 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 College 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.

St Richard Reynolds is a Catholic community rooted in the love of Christ in which we help each other to become the person whom God has created us to be. We do this by

- aiming for excellence in every area of our learning
- showing love and care for each other
- responding to the call of God in prayer
- committing ourselves to justice and service

We follow the call of St Richard Reynolds to 'See the good things of the Lord' in each other, in our academic studies, in our appreciation of the world around us and in our own God-given gifts and talents. With God's help, we strive to be a community where the gifts of the Holy Spirit are evident in our daily lives: love, peace, faithfulness, joy, goodness, gentleness, patience, self-control and kindness.

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. 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:

- General information published about the College .
- Governing body information and documents
- Pupils & Curriculum information
- College Policies

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the College by telephone, email or letter. Contact details are set out below. You can contact the College through the website at www.strichardreynolds.org.uk

Publication Scheme Request

St Richard Reynolds Catholic College Clifden Road Twickenham TW1 4LT

T: 020 8325 4630

E: office@srrcc.org.uk

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 however, 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. If the cost of your request exceeds £450, the College may refuse to provide the information or ask you to meet the cost of extracting the information.

6. Classes of Information Currently Published

General information .

- the name, address and telephone number of the school, and the type of school
- the names of the principal and chairman of the governing body
- 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
- Term dates and school day timings
- 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 *
- GCSE/GNVQ results in the school, locally and nationally *
- a summary of GCE A/AS level results in the school and nationally *
- the number of pupils studying for and percentage achieving other vocational qualifications *
- the destinations of school leavers *
- the arrangements for visits to the school by prospective parents
- the number of places for pupils of normal age of entry in the preceding school year and the number of written applications for places

Governing body information and documents

- details of the governing body constitution and membership
- the Code of Conduct for governors of the College
- the register of governors' interests
- the Instrument of Government
- Inspection report of the last Diocesan inspection (Section 48)

- published report of the last Ofsted inspection of the school and the summary of the report
- a statement on progress in implementing the action plan drawn up following an inspection
- a financial statement, including gifts made to the school
- details of amounts paid to governors for expenses if any
- a description of the College's arrangements for security of pupils staff and the premises
- a description of the arrangements for pupils with disabilities
- the accessibility plan for increasing access by those with disabilities
- number of pupils on roll and rates of pupils' authorised and unauthorised absence
- minutes of governing body meetings and its committees

Policies

The College maintains the following policies:

- Admissions
- Accessibility Policy
- Anti-Bullying Policy
- Attendance Policy
- Assessment, Recording and Reporting Policy
- Behaviour Policy
- Capability of Staff
- Central Record of Recruitment and Vetting Checks
- Charging policy
- Child Protection Policy and Procedures
- Complaints procedure statement
- Curriculum Statement
- Data Protection Policy
- Early Years Foundation Stage Policies and Procedure
- Equality information and objectives statement
- Feedback Policy
- Freedom of Information Policy
- Governors' Code of Practice
- Health and Safety
- Home School Agreement
- Homework Policy
- Instrument of Government
- Mission Statement
- Medicine and Health Care plans
- Performance Management Policy / Teacher Appraisal

- Pay Policy
- Premises management documents
- Register of business interests
- Register of pupils' admissions to school
- Register of pupils' attendance
- Special Educational Needs Policy
- Sex Education
- Staff Discipline, Conduct and Grievance Procedure
- Statement of procedures for dealing with allegations of abuse against staff

*** *this information is not yet available***

7. When might you expect a response to a request under the scheme

The College will normally respond to a request within 20 school days. If the request is made at the end of the summer term, please allow up to 60 days for a response.

8. 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 Clerk to the Governing Body at 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

Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

For information about how to make a request under the Freedom of Information Act 2000 visit :

<https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>