

St. Andrew's CE (VA) Infant School and St. Andrew's CE (VA) Junior School

Publication Scheme of information available under the Freedom of Information Act 2000



Title	Publication Scheme of information available under the Freedom of Information Act 2000
Version	1.1
Date	December 2018
Author	
Approved by headteacher	December 2018
Approved by governing body	
Next review date	December 2021

Modification history

Version	Date	Description	Revision author
1.0	November 2016	Junior School – existing policy	
1.1	December 2018	Amended to ensure GDPR compliance and for use by both Infant & Junior Schools	E. Stollery – SBM & D. Pettiford - DPO

1 Rationale.

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 information is covered by our Data Protection policy.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2 Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

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'.

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.

Infant School:

Email: **admin@st-andrews-inf.calderdale.sch.uk**

Tel: **01484 714964**

Contact Address

St Andrew's C.E. (V.A.) Infant School
Lightcliffe Road
Brighouse
HD6 2HH

Junior School:

Email: **admin@standrews.calderdale.sch.uk**

Tel: **01484 712895**

Contact Address

St Andrew's C.E. (V.A.) Junior School
Waterloo Road
Brighouse
HD6 2AN

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, you can still contact the school to ask if we have it.

5 Paying for information

Copies of information covered by this publication will be charged at £10 per copy.

Head Teacher signed:

Chair of Governors signed:

Date: ~~November 2016~~ 17 December 2018