St Osmund's Catholic Primary School
Church Road • Barnes • London SW13 9HQ

Fidem Fateri Vita

Policy: Freedom of Information
Date of publication: March 2024
Date of approval by Governing Body: 11th March 2024
Date of next review: As required

Mission Statement

To nurture each child to fulfil their academic, spiritual, moral and physical potential and to show our faith by the way we live.
"I have come that you may have life and live it to the full" John 10:10

Freedom of Information Act 2000: publication scheme 1. Introduction

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 is 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

St Osmund's School 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.

St Osmund's 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.

St Osmund's is a Catholic school which embraces a broader community within which we aim to enable everyone to fulfil their spiritual and academic potential. We aim to provide a high standard of teaching and learning within a stimulating environment where individual needs are meet, differences are celebrated and achievements are valued.
We aim to develop a child's confidence and knowledge of a Christian way of life through teachings of Jesus and the Catholic Church. We see the education as an integral part of our mission to proclaim God as the centre of our lives. We heed the imperative of our motto: Fidem Fateri Vita (Show your Faith by the way you live).

The values we promote within our small, friendly school community are;

- Love
- Justice and honesty
- Trust
- Excellence for all and by all
- Respect for self and others

Our school is a place of welcome for all, where we actively work to forge links and good relationships between home, school, parish and the wider community.

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. Most of the information is available on the website but some documents are available in hard copy. 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 school.
- Governing body information and documents
- Pupils & Curriculum information
- School Policies

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 or letter. Contact details are set out below.

St Osmund's Catholic Primary School, Church Road, Barnes, London. SW13 9HQ
T: 020 8748 3582
E: info@st-osmunds.richmond.sch.uk
If the information you're looking for is not available via the scheme [and not 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 do not 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 £50, the School may refuse to provide the information or ask you to meet the cost of extracting the information.

6. Classes of Information made available

General information

- The name, address and telephone number of the school, and the type of school
- The names of the headteacher and chair 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
- 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 School
- The register of governors' interests

- The Instrument of Government
- Inspection report of the last Catholic Schools Inspectorate (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 School'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 (redacted where appropriate).

Policies

The School maintains the following policies:

- Admissions arrangements
- Charging and remissions
- Data Protection
- Register of pupils' admission and attendance
- Complaints
- Early career teachers
- Grievance resolution and procedure
- Single Central Record of recruitment and vetting checks
- Procedures for dealing with allegations of abuse against staff
- Teachers Pay
- Accessibility
- Child protection an procedures (Safeguarding)
- Children with health needs who cannot attend school
- Early Years Foundation stage
- SEND
- Supporting pupils with medical conditions
- Relationships and Sex Education
- Behaviour
- Suspension and Exclusion
- Health and Safety
- First Aid

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

The School 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 School.*

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

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