

St. Joseph's Catholic High School

Business & Enterprise College



By

- Living and promoting the Catholic faith in a spirit of tolerance, with Jesus at the centre of everything we do.
- Loving and caring for all and worshipping God together.
- Learning by providing enterprising educational opportunities to enable all to reach their full potential.
- Recognising our responsibility to the local and global community

Name of Policy: Freedom of Information Statement

Person Responsible for Policy Development: Headteacher

Governor Committee: Leadership

Adopted: Sept 2018

Review Date: Sept 2019

Located: School Website, Staff Shared Area, Policy File

Freedom of Information Publication Scheme

This is St Joseph's Catholic High School's Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this scheme.

1. Introduction: What a Publication Scheme is and why it has been developed

This publication scheme commits St Joseph's to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the St Joseph's.

The scheme commits St Joseph's:

- to proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by the St Joseph's and falls within the classifications below
- to specify the information that is held by the St Joseph's and falls within the classifications below
- to proactively publish, or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- to review and update, on a regular basis, the information St Joseph's makes available under this scheme
- to produce a schedule of any fees charged for access to information which is made proactively available
- to make this publication scheme available to the public

2. Classes of Information

2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of St Joseph's.

2.7 The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- information in draft form
- information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

3. The Method by which Information Published under this Scheme will be made available

St Joseph's will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of St Joseph's, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the St Joseph's will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the St Joseph's is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for Information Published under this Scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information, subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

☐ the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written Requests

Information held by St Joseph's that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. Contact Details

If you require a paper version of any information, or want to ask whether information is available, please contact the St Joseph's by telephone, email or letter. Contact details are set out below or you can visit the St Joseph's website at www.rrca.org.uk

Tel: 01900 873290

Email: admin@st-josephs.cumbria.sch.uk

Address: St Joseph's, Harrington Road, Workington CA14 3EE

To help us process requests quickly, any correspondence should be clearly marked "PUBLICATION SCHEME REQUEST".

7. Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

For further information please check our website.