



## FREEDOM OF INFORMATION ACT POLICY

## 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 scheme is for the St Peter's Catholic Academy Trust, covering St Peter's School and the Trusts responsibilities under the Freedom of Information Act 2000 and the Governing Body is responsible for this scheme.

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 either available for you on our website to download and print off or available in paper form. 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 Office.

### 2. AIMS AND OBJECTIVES

The school aims to promote the personal spiritual, moral, intellectual, physical, social and cultural growth of each person entrusted to our care by:

- enabling every Young Person to fulfil their learning potential, with education that meets the needs of each Young Person
- helping every Young Person 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'. 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:

- School Prospectus – information published in the School Prospectus.
- Governors' Documents – information published in the School Profile and in other Governing Body documents.
- Students & Curriculum – information about policies that relate to Students 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 or you can visit our website at [www.st-peters.bournemouth.sch.uk](http://www.st-peters.bournemouth.sch.uk)

**Email:** [info@st-peters.bournemouth.sch.uk](mailto:info@st-peters.bournemouth.sch.uk)

**Tel.** 01202 421141

**Contact Address:** St Peter's School, St Catherine's Road, Bournemouth, BH6 4AH

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 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. Single copies of information covered by this publication are provided free unless stated otherwise in section 6 below. 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.

## 6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

### SCHOOL PROSPECTUS

This section sets out information published in the School prospectus. This information is readily available from the school's Website: [www.st-peters.bournemouth.sch.uk](http://www.st-peters.bournemouth.sch.uk)

Class	Description
<b>School Prospectus</b>	<p>The contents of the School Prospectus are generally as follows with other items included at the School's discretion:</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the School, and the type of school</li> <li>• the names of the Head Teacher and Chair of the Governing Body</li> <li>• information on the School's Policy on admissions</li> <li>• a statement of the School's ethos and values</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those Students</li> <li>• information about the School's policy on providing for Students with special educational needs</li> <li>• number of Students on roll and rates of Students' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE/GNVQ results in the school, locally and nationally</li> <li>• a summary of GCE A/AS level results in the school and nationally</li> <li>• the number of Students studying for and percentage achieving other vocational qualifications</li> <li>• the destinations of school leavers.</li> <li>• the arrangements for visits to the School by prospective parents</li> <li>• the number of places for Students of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places</li> </ul> <p><a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/01/secondary-prospectus-2019-2020-web.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/01/secondary-prospectus-2019-2020-web.pdf</a></p>

### INFORMATION RELATING TO THE GOVERNING BODY

This section sets out information published in the Governing Body documents.

Class	Description
<b>Articles of Association</b>	<p>The name of the School            The name of the Governing Body            The manner in which the Governing Body 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(s)            The School's religious character and a description of the ethos            The date the Articles of Association took effect</p> <p><a href="http://st-peters.bournemouth.sch.uk/our-community/governors/">http://st-peters.bournemouth.sch.uk/our-community/governors/</a>  <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/Memorandum-Articles.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/Memorandum-Articles.pdf</a></p>
<b>Minutes <sup>1</sup> of meeting of the Governing Body and its Committees</b>	<p>Agreed minutes of meetings of the Governing Body and its Committees for the current and last full academic school year. <b>(There may be a charge for this information.)</b></p> <p><b>Hard copy: available on request – contact Clerk of Governing Body</b></p>

### STUDENTS & CURRICULUM POLICIES

This section gives access to information about policies that relate to Students and the School Curriculum. **(There may be a charge for this information.)**

Class	Description
<b>Accessibility Plans</b>	<p>Plan for increasing participation of disabled Students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled Students.</p> <p><a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/School-Access-Plan-2014-2016.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/School-Access-Plan-2014-2016.pdf</a></p>
<b>Assembly (Collective Worship and Religious Education)</b>	<p>Statement of arrangements for the required daily act of collective worship.</p> <p><a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/Assembly-and-Collective-Worship-Policy.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/Assembly-and-Collective-Worship-Policy.pdf</a></p>

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

<b>Attendance, Behaviour, Bullying and Drugs Education Policies</b>	Statements of general principles on attendance, behaviour and discipline and of measures taken by the Head Teacher to prevent bullying. <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/03/Attendance-Policy-Students-Procedure-and-Guidance-including-Sixth-Form-policy-2018.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/03/Attendance-Policy-Students-Procedure-and-Guidance-including-Sixth-Form-policy-2018.pdf</a> <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/03/Behaviour-Policy-and-Procedures-2018.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/03/Behaviour-Policy-and-Procedures-2018.pdf</a> <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/03/Anti-Bullying-Policy-February-2019.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/03/Anti-Bullying-Policy-February-2019.pdf</a> <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/05/Drugs-policy.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/05/Drugs-policy.pdf</a>
<b>Careers</b>	Statement of the programmes of careers education provided for Key Stage 4. <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/Careers-Policy-1.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/Careers-Policy-1.pdf</a>
<b>Child Protection – Policy and Practice</b>	Statement of policy for safeguarding and promoting welfare of Students at the school. <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/03/Safeguarding-Policy-and-Procedures-2018-19-FINAL.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/03/Safeguarding-Policy-and-Procedures-2018-19-FINAL.pdf</a>
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the School. <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/05/Curriculum-Policy-incorporating-Curriculum-Complaints-and-Curriculum-Complaints-Parental-Guide-May-2017.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/05/Curriculum-Policy-incorporating-Curriculum-Complaints-and-Curriculum-Complaints-Parental-Guide-May-2017.pdf</a>
<b>Education in Personal Relationships / Sex Education Policy</b>	Statement of policy with regard to sex and relationship education. <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/09/Relationships-and-Sex-Education-Policy.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/09/Relationships-and-Sex-Education-Policy.pdf</a>
<b>Entitlement and Effective Learning (Special Education Needs) Policy</b>	Information about the School's policy on providing for Students with special educational needs. <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/SEN-Policy-Entitlement-and-Effective-Learning.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/SEN-Policy-Entitlement-and-Effective-Learning.pdf</a>
<b>Home – School Agreement</b>	Statement of the School's aims and values, the School's responsibilities, the parental responsibilities and the School's expectations of its Students for example homework arrangements. <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2015/05/Home-School-Agreement1.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2015/05/Home-School-Agreement1.pdf</a>
<b>Racial Policy in Respect of Equality</b>	Statement of policy for promoting race equality.

#### SCHOOL POLICIES AND OTHER INFORMATION RELATED TO THE SCHOOL

This section gives access to information about policies that relate to the School in general. **(There may be a charge for this information.)**

<b>Class</b>	<b>Description</b>
<b>Appraisal and Performance Management of Staff</b>	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Head Teacher on the effectiveness of appraisal procedures.
<b>Complaints procedure (General)</b>	Statement of procedures for dealing with complaints of a general nature. <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/03/Complaints-Policy-March-2018.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/03/Complaints-Policy-March-2018.pdf</a>
<b>Curriculum Complaints and Procedure</b>	Statement of procedures for dealing with complaints associated with content of the curriculum. There is also an accompanying parental guide.
<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Head Teacher or Governing Body relating to the curriculum.
<b>Health and Safety Policy and risk assessment</b>	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. <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/05/Health-and-Safety-Policy-updated-Aug-18-2017-2020.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/05/Health-and-Safety-Policy-updated-Aug-18-2017-2020.pdf</a>
<b>Outdoor Activities</b>	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. <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/05/Outdoor-Activities-and-Educational-Visits-Policy.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2019/05/Outdoor-Activities-and-Educational-Visits-Policy.pdf</a>
<b>Post-Ofsted inspection action plan</b>	A plan setting out the actions required following the last Ofsted inspection and, if appropriate, an action plan following inspection of religious education as this School is designated as having a religious character.
<b>Published reports of Ofsted referring expressly to the school</b>	Published report of the last inspection of the School and the summary of the report and inspection reports of religious education in this School as it is designated as having a religious character.
<b>School session times and term dates</b>	Details of School session and dates of School terms and holidays. <a href="http://st-peters.bournemouth.sch.uk/school-life/school-times-term-dates/">http://st-peters.bournemouth.sch.uk/school-life/school-times-term-dates/</a>
<b>Staff Conduct, Discipline and Grievance</b>	Statements of procedure for regulating conduct and discipline of School staff and procedures by which staff may seek redress for a grievance. <a href="http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/Staff-Code-of-Conduct-November-2018-1.pdf">http://st-peters.bournemouth.sch.uk/wp-content/uploads/2013/02/Staff-Code-of-Conduct-November-2018-1.pdf</a>

## 7. 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 c/o St Peter's 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**

**Enquiry/Information Line: 0303 123 1113**

**Website: <https://ico.org.uk>**