

## **FREEDOM OF INFORMATION POLICY**

### **Information available under the Freedom of Information Act 2000**

The Governing Body of St Saviour's & St Olave's School ("the School") is responsible for maintenance of this scheme.

#### **Introduction - what is a Publication Scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 ("FoIA") is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. In order to facilitate this a school is required to set out:

- the classes of information which it publishes or intends to publish;
- the manner in which the information will be published; and
- whether the information is available free or if a charge will be levied.

The School's Publication Scheme ("the Scheme") conforms to the model scheme for schools approved by the Information Commissioner's Office.

The Scheme covers information which has already been published and information which is expected to be published in the future. All information in the Scheme is available in paper form. Some of the information held by the School (for example, personal information) may not be made public.

#### **Aims and Objectives**

The School aims to:

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

The Publication Scheme is designed to illustrate how the School pursues those aims.

#### **Categories of information published**

The Scheme is split into categories of information known as 'classes'. (These are contained in the section "Classes of Information" below.)

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Information – information published on the School website.
- Governors' Documentation – information available from the Governing Body.
- 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.

Financial information – including auditor’s reports.

### **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.

Address:           New Kent Road, London SE1 4AN

Email:             [office@ssso.southwark.sch.uk](mailto:office@ssso.southwark.sch.uk)

Telephone:        0207 407 1843

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

If the information you are looking for is not available via the Scheme, you can still contact the School to ask if we have it.

### **Paying for information**

Information which is published on the School’s 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 cafe.

Single copies of information covered by the Publication Scheme are provided free unless stated otherwise in the section below (“Classes of information currently published”). 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.

### **Classes of Information Currently Published**

**School Information** – this section sets out information which is published on the School website or is accessible via links that can be found on the School website.

<b>Class</b>	<b>Description</b>
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<b>School Website</b>	<p>The statutory contents of the School website are as follows, (other items may be included on the website 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 Governors</li> <li>• information on the School 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 student 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 and disabilities <ul style="list-style-type: none"> <li>○ Via the website and links to the Department for Education’s Performance tables:</li> <li>○ The 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 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<sup>[1]</sup></li> </ul> </li> <li>• the arrangements for Open days or 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 for those places</li> </ul>
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**Governors’ documentation – this section sets out information available from the Governing Body.**

Class	Description
<b>Governors’ documentation</b>	<ul style="list-style-type: none"> <li>• details of the Governing Body membership, including name and address of chair and clerk</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the School and amounts paid to governors for expenses</li> <li>• a description of the School’s arrangements for security of students staff and the premises</li> <li>• information about the implementation of the Governing Body’s policy on students with special educational needs and disabilities (SEND) and any changes to the policy during the last year</li> </ul>

	<ul style="list-style-type: none"> <li>• a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of</li> </ul>
	<p>existing facilities to assist access to the School by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the School</p> <ul style="list-style-type: none"> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of students on roll and rates of students' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE results in the school, locally and nationally</li> <li>• GCE A/AS and vocational qualification 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<sup>1</sup></li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the School</li> <li>• The category of the School</li> <li>• The name of the Governing Body</li> <li>• The manner in which the Governing Body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument of governance takes effect</li> </ul>
<b>Minutes <sup>[2]</sup> of meeting of the Governing Body and its Committees</b>	Agreed minutes of meetings of the Governing Body and its Committees <i>[current and last full academic school year]</i>

**Students & Curriculum Policies** - This section gives access to information about policies that relate to students and the school curriculum.

<b>Class</b>	<b>Description</b>
<b>Rules and Regulations (including the 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)
<b>Academic Curriculum</b>	A description of the School's academic curriculum.
<b>Sex and Relationship Education</b>	Statement of policy with regard to sex and relationship education
<b>Special Education Needs and Disability</b>	Information about the School's policy on providing for students with special educational needs and disabilities.
<b>Equality</b>	Statement of policy for promoting equality.
<b>Religious Affiliation, Assemblies and Worship</b>	Statement of arrangements for religious education, assemblies and worship.
<b>Student Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of students at the School
<b>Behaviour</b>	Statement on discipline and the measures taken by the head teacher to prevent bullying

**School Policies and other information related to the School** - This section gives access to information about policies that relate to the School in general.

<b>Class</b>	<b>Description</b>
<b>Ofsted reports</b>	Published report of the last inspection of the School and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character

<b>Post-Ofsted inspection action plan</b>	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the School is designated as having a religious character
<b>Charging and Remissions Policies</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
<b>School session times and term dates</b>	Details of School session and dates of school terms and holidays
<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
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints
<b>Performance Management of Staff</b>	Statement of procedures adopted by the Governing Body relating to the performance management of staff.
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of School staff and procedures by which staff may seek redress for grievance
<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or Governing Body relating to the curriculum
<b>Annex A - Other documents</b>	Annex A provides a list of other documents that are held by the School and are available on request

**Financial information** - This section outlines information that the School should make available on request:

<b>Class</b>	<b>Description</b>
<b>Audited accounts</b>	Statutory Income and Expenditure accounts prepared in the required format and audited by the Local Authority and / or independent external auditors
<b>Annual budget</b>	Budget information for the current financial year
<b>Procurement and contracts</b>	Outline of the principles applied in the acquisition of goods and services including details of the tendering process undertaken where appropriate
<b>Pay and expenses</b>	Statement of policy regarding teachers' pay as well as the grading structures employed

<b>Capital expenditure</b>	Plans for significant capital projects
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## 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 Chair of Governors, c/o St Saviour's & St Olave's School.

If you are not satisfied with the assistance that you get from the School or from the Chair of Governors 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:

Address : Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Telephone : 01625 545 700

Email : [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## Annex A – Further documents held by the School which may be made available on request

<b>Name of Document</b>	<b>Description</b>
<b>Governing Body membership</b>	Names and details of how to contact Including details of the basis on which each has been appointed and any allowances paid
<b>Performance management policy</b>	Information concerning performance management and the procedures adopted by the Governing Body
<b>Recruitment procedures</b>	Policies and procedures for the recruitment of staff, advertising of vacancies
<b>Asset register</b>	Register of the School's capital assets
<b>Publications</b>	Newsletters, guidance and other communications to parents whether in paper or electronic format

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[1] Some information might be confidential or otherwise exempt from the publication by law  
– we cannot therefore publish this

[2] Some information might be confidential or otherwise exempt from the publication by law  
– we cannot therefore publish this