

St Cyprian's Greek Orthodox Primary Academy



Freedom of Information Policy

Revised: July 2016

Reviewed and ratified by Full Academy Trust:

Date: 11/7/16

Signed: *A. X. Tzilis*

Name: A. X. TZILIS

Position: Chair of Education Committee

Our Mission Statement:

'The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.'

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

1. Introduction: what a publication scheme is and why it has been developed

The governing body is responsible for ensuring that the School complies with the Freedom of Information Act 2000 (FOIA). One of the aims of the FOIA 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 adopt and maintain 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 publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The aims of St Cyprian's Greek Orthodox Primary Academy:

- Access for all to a broad balanced and relevant curriculum, including all the requirements of the primary curriculum, with a particular emphasis towards English, Maths, Science, Greek and RE.
- To have high expectations of all children and to value their achievements.

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- To maintain the highest possible standards of behaviour, discipline and presentation. All children are to follow the St Cyprian's Way.
 - To develop a respect for and awareness of the religious and cultural values of all.
 - To understand the difference between right and wrong.
 - To foster positive links between home, school and community remembering that the education of a child is a shared responsibility.
 - To offer equal opportunities to all, irrespective of: race, culture, language, gender, religion and physical ability.
 - To identify at an early age, develop and monitor children with Special Educational Needs through the whole range of abilities including the more able pupil.
 - To ensure the acquisition of the knowledge and skills necessary for secondary transfer.
 - To encourage the development of self-respect and to establish positive relationships with others in a caring environment.
- 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 seven broad topic areas:

- Class 1 – Who we are and what we do*
- Class 2 – What we spend and how we spend it*
- Class 3 – What our priorities are and how we are doing*
- Class 4 – How we make decisions*
- Class 5 – Our policies and procedures*
- Class 6 - Lists and registers*
- Class 7 – The services we offer*

4. **How to request information**

If a paper version of any of the documents within the scheme is required, the enquirer should contact the school by telephone, email, fax or letter, stating their name and correspondence address, and describe the information requested. Contact details are set out below.

Email: office@st-cyprians.croydon.sch.uk

Tel: **020 8771 5425**

Fax: **020 8771 8045**

Contact Address: Springfield Road, Thornton Heath, Surrey CR7 8DZ

To assist in processing requests quickly, correspondence should be marked “**PUBLICATION SCHEME REQUEST**”. Requests should be dealt with within 20 days (excluding school holidays).

If the requested information is not available via the scheme, the requestor should be directed to submit a general request for information.

5. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. However, if a request requires a lot of photocopying / printing, this will incur a postage charge. The requester will be informed of the cost prior to fulfilling the request.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Web site	
Who's who on the governing body and the basis of their appointment	Hard copy & web site	
Instrument of Government	Hard copy & web site	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy & web site	
School prospectus	All information available	

		on web site	
Annual Report		Hard copy & web site	
Staffing structure		Hard copy & web site	
School session times and term dates		Hard copy & web site	
Class 2 – What we spend and how we spend it			
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		Hard copy, some on web site	
Current and previous financial year as a minimum			
Annual budget plan and financial statements		Hard copy	
Capitalised funding		Hard copy	
Additional funding		Hard copy	
Procurement and projects		Hard copy	
Pay policy		Hard copy	
Staffing and grading structure		Hard copy	
Governors' allowances		Hard copy	
Class 3 – What our priorities are and how we are doing			
(Strategies and plans, performance indicators, audits, inspections and reviews)			
Current information as a minimum			
School profile		Hard copy & web site	
<ul style="list-style-type: none"> Government supplied performance data 			
The latest Ofsted report			
- Summary			
- Full report			
<ul style="list-style-type: none"> Performance management policy and procedures adopted by the governing body. 		Hard copy	
Schools future plans		Hard copy	
Every Child Matters – policies and procedures		Hard copy	

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous three years as a minimum

Admissions policy/decisions (not individual admission decisions)

Hard copy & web site

Agendas of meetings of the governing body and (if held) its sub-committees

Hard copy

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.

Hard copy

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

School policies including:

- Charging and remissions policy
- Health and Safety
- Complaints procedure
- Staff conduct policy
- Discipline and grievance policies
- Staffing structure implementation plan
- Information request handling policy
- Equality and diversity (including equal opportunities) policies
- Anti-corruption and Bribery policy
- Staff recruitment policies

Hard copy, most also on web site

Pupil and curriculum policies, including:

- Home-school agreement
- Curriculum
- Sex education
- Special educational needs
- Accessibility
- Race equality

Hard copy, some also on web site

<ul style="list-style-type: none"> • Collective worship • Careers education • Pupil discipline 		
<p>Records management and personal data policies including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard copy	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Hard copy	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Curriculum circulars and statutory instruments	Hard copy: some information may only be available by inspection	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	Hard copy & web site;	

		some information may only be available by inspection	
Out of school clubs		Hard copy & web site	
School publications		Hard copy & web site	
Services for which the school is entitled to recover a fee, together with those fees		Hard copy	
Leaflets books and newsletters		Hard copy & web site	

Additional Information

This will provide schools with the opportunity to publish information that is not itemised in the lists above

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Review date: July 2017

