

Freedom of Information

**Everyone is Welcome at St. Mary’s Pre-school and Primary School.**

**We listen to the Word of God and from this we always try to help each other.**

**We Witness a loving God who is at the centre of all we do.**

**We care for the Welfare of everyone by encouraging them to always do their best.**

**We share daily Worship that helps us to develop good relationships with God, ourselves and each other.**

**Introduction - what a publication scheme is and why it has been developed**

This model publication scheme has been prepared and approved by the Information Commissioner.

It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

• To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.

• To specify the information which is held by the authority 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 the authority 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.

**Classes of Information**

1. *School Prospectus* – information published in the school prospectus.

2. *School Profile and other information relating to the governing body* – information published in the School Profile and in other governing body documents.

3. *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.

4. *School Policies and other information related to the school* - information about policies that relate to the school in general

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

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

**The method by which information published under this scheme will be made available**

**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.

Email: head@st-marys-chipping.lancs.sch.uk

Tel: 01995 61367

Contact Address: The Head teacher,

St. Mary’s Primary,

Garstang Road,

Chipping,

Preston

PR3 2QH

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, you can still contact the school to ask if we have it.

Where it is within the capability of a public authority, information will be provided on a 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, a public authority 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 an authority 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.

**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 authority 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 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.

**Written Requests**

Information held by the school 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.

Reviewed Annually