



Chapel St Community Schools Trust Freedom of Information Publication Scheme (Benedict Primary School)

The Local Governing Body is responsible for maintenance of this scheme, which was approved on 13th November 2014.

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

This publication scheme commits Benedict Primary School 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 Benedict Primary School.

The scheme commits Benedict Primary School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Benedict Primary School and falls within the classifications below.
- To specify the information which is held by Benedict Primary School 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 Benedict Primary School 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

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in the minutes of governing body meetings and in other governing body documents.

Minutes of Local Governing Body Meetings

Reports made to Local Governing Body Meetings and Sub Committee Meetings

Policies agreed by the Local Governing Body

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.

Teaching and Learning Policy

Curriculum Statement

Curriculum Overview and Medium Term Planning for each year group

Attendance and Punctuality

Anti-Bullying

Art

The Arts

Assessment

Behaviour

Complaints

Design Technology

Drug Education

Early Years

Educational Visits

English

English as an Additional Language

Feedback and Marking

Gifted and Talented Provision

Geography

History

Information and Communications Technology (ICT)

Mathematics

Music

Physical Education

Religious Education

Personal, Social, Health, Emotional and Citizenship Education

Science

Sex and Relationships Education (SRE)

Special Educational Needs Policy

Children with Medical Needs Policy

Special Educational Needs Local Offer for Children and Their families

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

Allegations Against Staff

Appraisal and Capability of Staff

Complaints

Equal Opportunities

Equalities Statement

E Safety and Acceptable Usage Policy

Family Partnership/Parents Guide to Helping in School

Family Style Lunches

Fire Risk Assessment

Grievance

Missing Child Policy

Pay and Remuneration

Risk Assessment

The classes of information do not 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

Benedict Primary School 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 Benedict Primary School 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, we 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.

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 a public authority 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 school by telephone, email, fax or letter. Contact details are set out below. **[or you can visit our website at www.benedictprimaryschool.org.uk]**

Email: benedictprimary@benedict.merton.sch.uk

Tel: 0208 648 4726

Contact Address:

Benedict Primary School

Church Road

Mitcham

Surrey

CR4 3BE

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.

