



# De La Salle School

## FREEDOM OF INFORMATION PUBLICATION SCHEME

Status	Statutory
Responsible Governors' Committee	Full Governing Body
Responsible Person	Headteacher
Ratified Date	September 2022
Review Date	September 2023

## Version Control

<b>Version Date</b>	<b>Changes/Comments</b>
September 2021	Agreed policy following ICO guidelines
September 2022	No changes required



## DE LA SALLE SCHOOL FREEDOM OF INFORMATION PUBLICATION SCHEME

---

**This publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by De La Salle School without further approval and will be valid until further notice.**

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

The scheme commits the school:

- 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 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 the 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
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act

### **Classes of Information**

#### Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

#### What we spend and how we spend it

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

#### What our priorities are and how we are doing

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

### How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

### Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the school.

### The Services we Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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**

The 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 the school, 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, the school 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 a school 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 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.

### **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.

### **Information Currently Published**

<b>Who we are and what we do</b>
<ul style="list-style-type: none"><li>• Instrument of Government</li><li>• School prospectus</li><li>• Board of Governors – name and contact details</li><li>• School session times and term dates</li><li>• Location and contact information</li></ul>
<b>What we spend and how we spend it</b>
<ul style="list-style-type: none"><li>• Annual budget plan and financial statements</li><li>• Annual income and expenditure return</li><li>• Capital funding</li><li>• Additional Funding</li><li>• Procurement and contracts</li><li>• Pay policy</li><li>• Staffing and grading structure</li><li>• Governors' allowances</li><li>• Pupil Premium income, expenditure and impact</li></ul>
<b>What our priorities are and how we are doing</b>
<ul style="list-style-type: none"><li>• School profile including Ofsted reports</li><li>• Performance management information</li><li>• School's future plans</li><li>• Child protection</li></ul>
<b>How we make decisions</b>

- Admissions policy
- Application numbers
- Minutes of meetings of the Governing body and its sub-committees (including agendas and supporting papers)

### **Our policies and procedures**

- Home – school agreement
- Curriculum Policy
- Sex and Relationships Policy
- Published reports of Ofsted referring expressly to the school
- Post-Ofsted inspection action plan
- Charging and Remissions Policy
- Health and Safety Policy and risk assessment
- Complaints procedure
- Performance Management of Staff
- Staff Conduct, Discipline and Grievance
- Curriculum circulars and statutory instruments
- Special Education Needs Policy
- Accessibility Plans
- Equalities Statement
- Collective Worship
- Safeguarding Children Policy
- Pupil Behaviour and Discipline

### **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:** [delasalle@delasalleschool.org.uk](mailto:delasalle@delasalleschool.org.uk)

**Tel:** 01744 20511

**Contact Address:** Mill Brow, St Helens WA10 4QH

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.

### **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 or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box.

### **Information available on our website**

- School Terms and Holiday dates, including INSET days
- List of Staff and Governors
- Termly Newsletter

**Our website is at:** [www.delasalle.st-helens.sch.uk](http://www.delasalle.st-helens.sch.uk)

### **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 at the 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:** 01625 545 700

**E Mail:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

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