



**PUBLICATION SCHEME ON INFORMATION  
AVAILABLE UNDER THE FREEDOM OF  
INFORMATIONACT 2000**

Ratified: Spring2017  
Next Review: Spring 2018

**Aims:**

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.

To do this we must produce 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 currently available in paper form from the School Office, and is also available from the school website. Some information which we hold may not be made public, for example personal information.

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

- 1. School Prospectus – information published in the school prospectus.**
- 2. Governors' Documents – information published in 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.**

**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.

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

<b>St. Mary's</b>	<b>St. Saviours</b>
Email: <a href="mailto:school@st-marys-coe.waltham.sch.uk">school@st-marys-coe.waltham.sch.uk</a> Tel:- 020 8521 1066 Contact Address: Brooke Road, Walthamstow, London, E17 9HJ Website:www.stmarycofe.org	Email: <a href="mailto:school@st-saviours.waltham.sch.uk">school@st-saviours.waltham.sch.uk</a> Tel:- 020 8520 0612 Contact Address: Verulam Avenue, Walthamstow. London E17 8ER Website:www.stsaviourscofe.org

### **Paying for information:**

Information that will be published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café. If you wish to view the copies of information held in school, this can be done for free, however, these copies have to be remain on the school premises.

If a request is made for a paper copy of a document, other than the school prospectus, a £25 administration charge will be levied, plus 10p for every page. The school prospectus is available from the school office free of charge.

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

- School Prospectus
- Instrument of Government
- Minutes of meetings of the governing body
- Published reports of Ofsted referring expressly to the school
- Post-Ofsted inspection action plan
- School session times and term dates
- Safe Practice Policy
- Induction Policy
- Governors' Allowances Policy
- Home – school agreement
- Curriculum Policies
- Teaching and Learning & Marking & Presentation Policy
- Marking & Presentation Policy
- Sex and Drugs Education Policy
- Educational Visits Policy
- Accessibility Action Plan and School Accessibility Plan Statement
- Asthma Policy
- Equality and Inclusion Policies
- Collective Worship
- Child Protection & Safeguarding Policy
- Attendance & Punctuality Policy
- Anti-bullying Policy, Behaviour Policy and Use of Reasonable Force Policy
- Special Educational Needs Policy

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

- Charging and Remissions Policies
- Lettings Policy
- Health and Safety Policy
- Fire Procedures Policy and Fire Safety Policy
- Anti-smoking policy and Smoke Free Policy
- Complaints Policy
- Staff and Supply Staff Handbooks
- Volunteer Helpers and Student Policy
- Learning Mentor Policy
- Pay Policy
- DBS Checking Policy and Safer Recruitment Policy
- Stress Policy
- Leave of Absence, Shared Parental Leave and Maternity Policy
- Code of Conduct, Appraisal, Disciplinary Policy and Grievance Policy
- Capability Policy
- Whistleblowing Policy
- Behaviour Policy
- Gifted and Talented POP
- Community Cohesion
- Above & Beyond Policy
- Internet and E-Safety & Acceptable Use

### **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 School Office at St Mary's and St Saviour's C of E Primary Schools.

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 or

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)