Cardinal Langley RC High School
Freedom of Information Policy

Policy Type:	Statutory https://www.gov.uk/government/publications/statutory-policies-for-schools
Implementation/approval delegated to:	Resources Committee
Adopted:	October 2014
Last reviewed:	February 2020, February 2022
Related Legislation / Applicable Section of Legislation	Data Protection Act 2018 General Data Protection Regulation (GDPR) Freedom of Information Act 2000
Related Policies, Strategies, Guideline Documents	Data Protection Policy; IRMS Retention Schedule
ICO Registration Number	Z5218802

1. Introduction

1.1   The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public.

1.2   As a result, we at CLHS have produced 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.

1.3   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, and some is available on our website for you to download and print.

Some information which we hold may not be made public, for example personal information.

1.4   This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. The Aim of the Policy

The school aims to:

2.1   Enable every child to fulfil their learning potential, with education that meets the needs of each child,

2.2   Help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we are pursuing these aims.

3. Procedure

3.1   The publication scheme states the 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'. There are seven classes of information indicated by ICO

a) Who we are and what we do - Organisational information, locations and contacts, constitutional and legal governance.

b) What we spend and how we spend it - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

c) What our priorities are and how we are doing- Strategy and performance information, plans, assessments, inspections and reviews.

d) How we make decisions - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

e) Our policies and procedures - Current written protocols for delivering our functions and responsibilities.

f) Lists and registers - Information held in registers required by law and other lists and registers relating to the functions of the authority.

g) The services we offer - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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

3.2 *General School Information* – general information published online or available on application.

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

3.4 *Students & Curriculum* – information about policies that relate to students and the school curriculum.

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

The classes of information we will not generally include are:

3.6 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.

3.7 Information in draft form.

3.8 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.

4. How to request information

4.1 Requests must be made in writing (by email, fax or letter) and sent for the attention of the Headteacher, giving clear details of the information requested:

Address: **Cardinal Langley RC High School, Rochdale Road, Middleton, Manchester M24 2GL.**
Email: **admin@clrchs.co.uk**
Fax: **0871 994 1804**

4.2 To help us process your request quickly, please mark any correspondence **"FOI REQUEST"**

4.3 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.

4:4 We aim to acknowledge your request within 24 hours of receipt (or as soon as possible following receipt if this is not a school working day).

4:5 We will respond to your request within 20 school days (this does not include the school holidays or weekends) or 60 working days if this is shorter. The response time starts from the next working day after the request is received

4:6 We may need to contact you to clarify the information being sought. In this case, the 20 school days start time begins when this further information has been received.

5. Paying for information

5.1   Information 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.

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

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.

6. Information Currently Published

6.1   General school information

The name, address and telephone number of the school, and the type of school	website
The names of the Head Teacher and Chair of Governors	website
Information on the school policy on admissions	website
A statement of the school's ethos and values – the Mission statement	website
Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students	website
Information about the school's policy on providing for students with special educational needs	website
Number of students on roll and rates of students' authorised and unauthorised absences	on application
School Session Times and Term Dates Details of school session and dates of school terms and holidays	website
National Curriculum assessment results for appropriate Key Stages, with national summary figures	On application
KS4 results in the school, locally and nationally	website
A summary of GCE A/AS level results in the school and nationally	website
The number of students studying for and percentage achieving other vocational qualifications	On application
The destinations of school leavers	On application
The arrangements for visits to the school by prospective parents	website
The number of places for students of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places.	On application
Pupil Premium expenditure	website

6.2   Governors' Documents

This section sets out the information published in Governing Body documents.

The category of the school	website
The name of the governing body	website
The manner in which the governing body is constituted	website

The term of office of each category of governor if less than 4 years	website
The name of anybody entitled to appoint any category of governor	website
Details of any trust	On application
Minutes of Governing Body minutes	On application
Minutes of Governing Body Committee minutes	On application
School budget	On application
Financial statements	On application
Tendering , procurement and contracts	On application

6.3 Student & Curriculum Policies

This section gives access to information about policies that relate to students, student well-being and the school curriculum.

Accessibility Plan	Plan for increasing participation of students with disabilities in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.	website
Anti-Bullying Policy	Statement of general principles on bullying prevention and dealing with bullies	website
Attendance & Punctuality Policy	Statement on expectations and principles surrounding student attendance and punctuality	website
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	website
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips	website
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school	website
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship	website
Drugs & Banned Substances Policy	Statement on school policy regarding drugs education and response to drugs in school	website
E-safety Policy	Statement on school policy and practices to promote on line safety	website
Exclusion Policy	Statement on school policy regarding fixed term and permanent exclusions	website
Home-School Agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its students for example homework arrangements	website
CEIAG Policy	Statement on school policy and approach to Information, Advice and Guidance	website
Photographs & Digital Images Policy	Statement on school policy regarding the taking and use of photographic images of students	website
Policy on the Use of Reasonable Force &	Statement on the use of physical restraint on students	website

Physical Restraint		
Child protection & Safeguarding Policy & Procedures	Statement on school principles and action for the safeguarding of students and procedures/support in case of disclosures	website
Search Policy	Statement on school policy and actions regarding the searching of students	website
Relationships & Sex Education Policy	Statement of policy for safeguarding and promoting welfare of students at the school	website
Equality, Diversity & Community Cohesion Policy	Statement on school policy towards equality in light of 2010 equality Act	website
Teaching & Learning Policy	Statement on school policy regarding teaching and learning	website

6.4 **School Policies (and other information related to the school)**

This section gives access to information about policies that relate to the school in general and can be provided free of charge.

Published Reports of Ofsted & Diocesan Inspection (referring expressly to the school)	Published report of the last inspection of the school and the summary of the report and, where appropriate, inspection reports of religious education in those schools designated as having a religious character	website
Post-Ofsted Inspection Action Plan	A plan setting out the actions required following the last Ofsted inspection and, where appropriate, an action plan following inspection of religious education where the school is designated as having a religious character	On application
School Self-Evaluation	A whole school self evaluation based on the main Ofsted categories	On application
Freedom of Information Policy	A plan for the publication and release of information under Freedom of Information Act	website
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy	On application
Complaints Procedure	Statement of procedures for dealing with complaints	website
Performance Management of Staff	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Head Teacher on the effectiveness of appraisal procedures	On application
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance	On application
Curriculum Circulars and Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Head Teacher or Governing Body relating to the curriculum	On application

Requests for any other information held by the school may incur a charge.

Written notice of the fee will be provided to the enquirer before any information is supplied.

7. Feedback and Complaints

7.1   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 **PA to the Headteacher, Cardinal Langley RC High School, Rochdale Road, Middleton, Manchester M24 2GL.**

7.2   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:

> *The Case Reception Unit*
> *Customer Service Team*
> *Information Commissioner's Office*
> *Wycliffe House*
> *Water Lane*
> *Wilmslow*
> *SK9 5AF*

Helpline: 0303 123 1113

Website: https://ico.org.uk/

Policy Approval:

Signature of Headteacher: Signature of Chair/Vice-Chair of Resources
                                             Committee:

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Date: Date: