



ALL SAINTS

CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

Freedom of Information: Guide to Information

Approved by: Board of Governors

Date: 8th October 2024

Last reviewed on: 17th October 2023

Next review due
by: 31st October 2025

1. Introduction: what is a Guide to Information and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) 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 guide to the information we will publish, 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 must be paid for

The guide covers information already published and information that is to be published in the future. All information in our guide is either available for you on our website to download and print off or available in paper form.

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

This publication scheme conforms to the definition document for English schools produced by the Information Commissioner.

The Board of Governors is responsible for maintenance of this scheme.

2. Aims and Objectives

The school aims to:

- Enable every child to fulfil their potential, with education that meets the needs of each child
- Help every child develop their skills, knowledge and personal qualities needed for life and work

This guide is a means of showing how we are pursuing these aims

3. How to request information

Many of the documents are available on our website. You will find our website at <https://www.allsaintscc.org.uk/>

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;

Email: info@allsaintscc.org.uk/

Tel: 020 8969 7111

Contact Address: All Saints Catholic College, 75 St. Charles Square, London W10 6EL

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**

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. 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.

5. Classes of Information Currently Published

5.1 Who we are and what we do

Organisational information, structures, locations and contracts

- Instrument of Government
- School prospectus and curriculum
- Governing Body including basis of appointment and information on how to contact them
- School session times and term dates
- Location and contact information

5.2 What we spend and how we spend it

- Current and previous year summary budget plan
- Details of major plans for capital expenditure and details of any major capital funding allocated
- Financial audit reports
- Details of processes used for procurement of goods and services including details of contracts that have gone through a formal tendering process
- Pay Policy
- Details of any allowances and expenses that can be incurred or claimed by staff
- Staff pay and grading structures
- Details of any allowances and expenses that can be incurred or claimed by Governors
- Details of our pupil premium funding and how we spend it
- Trade Union facility time reporting if applicable

5.3 What our priorities are and how we are doing

- Government-supplied performance data
- The latest Ofsted report
- Performance management policy and procedures
- Any major proposals on future plans for example a proposed change of status
- Exam and assessment results
- Performance tables, including a link to our performance tables page
- Data protection impact assessments or any other impact assessment as appropriate and relevant

5.4 How we make decisions

- Admissions policy and decisions
- Agendas and minutes of meetings of the Board of Governors and its committees, excluding confidential information

5.5 Our policies and procedures

- School policies, procedures and documents at a minimum statutory policies including the required policies recommended by the Department for Education, and policies and procedures for handling requests for information and operating the publication scheme, and records management and personal data policies
- Policies on equality and diversity
- Child Protection and Safeguarding policies
- Pay policy
- Health and Safety policy
- Policies and procedures for HR and the recruitment of staff including job advertisements
- Careers programme information
- Complaints procedures, including for dealing with parental complaints
- Charging regimes and policies

5.6 Information held in currently maintained lists and registers

- Curriculum circulars and statutory instruments (~~for example regulations~~)
- Disclosure logs if maintained
- CCTV locations
- Asset registers for capital assets if maintained
- Any information the school is currently legally required to hold in publicly available registers

5.7 The services we offer

- Extra-curricular activities and out of school clubs
- School publications: leaflets, booklets and newsletters
- Services for which the school is entitled to recover a fee, together with those fees

6. Feedback and further information

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 the Board of Governors
All Saints Catholic College
75 St. Charles Square
London
W10 6EL**

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: 0162 554 5700
Email: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk**