

St. Mary's College Publication Scheme

Model Publication Scheme of information available under the Freedom of Information Act 2000

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority (including schools) without further approval and will be valid until further notice.

This publication scheme commits St Mary's college 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority (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 authority 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 authority 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.

Classes of information

1. Who we are and what we do.

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

2. What we spend and how we spend it.

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

3. What our priorities are and how we are doing.

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

4. How we make decisions.

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

5. Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

6. Lists and registers.

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

7. 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 authority 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 a public authority, 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, a public authority 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.

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.

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying / printing either no cost or, where there is a cost, a charge of 10p per A4 sheet will be made	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

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.

A copy of this scheme is available on our website at <http://www.stmaryscollegehull.co.uk/> or in hard copy from the college's Admin department.

January 2009

Guide to information available from St. Mary's College under the model publication scheme

<p>Information routinely published by St. Mary's College. Where website is indicated go to http://www.stmaryscollegehull.co.uk/ otherwise all publications can be obtained from the college's Admin Department at either no cost or, where there is a cost, a charge of 10p per A4 sheet will be made.</p>	<p>How the information can be obtained</p>
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard copy via Parents Handbook & Staff Handbook</p>
<p>Who's who in the school</p>	<p>Hard copy via Parents Handbook & Staff Handbook</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p>Hard copy</p>
<p>Governing Body Decision Planner</p>	<p>Hard copy</p>
<p>Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy</p>
<p>School prospectus</p>	<p>Hard copy</p>
<p>Annual Report</p>	<p>www.schoolprofile.teachernet.gov.uk/</p>
<p>Staffing structure</p>	<p>Hard copy</p>
<p>School session times and term dates</p>	<p>Website</p>
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy</p>
<p>Section 52 and Section 52 Outturn annual budget and financial statements</p>	<p>Hard copy and www.hullcc.gov.uk website</p>

Capitalised funding (see also S52 Outturn)	Hard copy and www.hullcc.gov.uk website
Additional funding	None available
Procurement and projects	None available
Pay policy	Hard copy
Staffing and grading structure	None available
Governors' allowances	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Hard copy
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy - contact school Administration Officer and website; DCSF website www.dcsf.gov.uk
Performance management policy and procedures adopted by the governing body	Hard copy
Schools future plans	Hard copy and www.hullcc.gov.uk website (Building Schools for the Future in Hull)
Every Child Matters – policies and procedures	Available at www.ecm.gov.uk
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy or website
Admissions policy/decisions (not individual admission decisions)	Hard copy
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy
Minutes of meetings (as above) – please note this will exclude information that is properly regarded as private to the meetings.	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy & website

Current information only	
<p>School policies including:</p> <ul style="list-style-type: none"> • Administration of Medicines policy • Allegations of abuse made against people who work with children • Anti fraud and anti corruption policy • Bullying and harassment at work policy • Policy on dealing with capability issues for support staff within schools • Model capability procedure for schools with delegated budgets • Career break scheme • Charging scheme • Complaints procedure • Continuing Professional Development policy • Disability and equal access policy • Model disciplinary procedure for schools with delegated powers • Employment issues guidance notes for employment of disabled people • Equal opportunities in employment for teaching and non-teaching staff • Flexible retirement scheme for support staff in schools • Policy and guidance on the Freedom of Information Act 2000 • Gender equality scheme for schools • Grievance procedure for teaching and support staff in schools • Dealing with capability issues for support staff within schools • Health and Safety policy • Instrument of Government • Leave of absence policy for schools with delegated powers • New staff Induction (in preparation) • Parental Leave policy • Policy on performance management • Performance management scheme for support staff • Personal information handling policy and procedure • Personal information handling policy guidance • Teachers' pay policy • Racial equality policy • Recruitment and selection policy 	<p>Hard copy & website or in preparation</p>

<ul style="list-style-type: none"> • Scheme of financial delegation • Policy on sickness absence for teaching and support staff in schools • Staff handbook • Staff ICT policy for acceptable use • Staffing reduction policy – teaching and non teaching staff in schools with delegated powers • Travel and subsistence policy • Well being – Head teachers / school managers guide • Well being – a guide for school employees • Governing body well being policy • Confidential reporting (Whistleblowers’) policy for teaching and non teaching employees 	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Anti bullying policy • Assessment and marking policy • Attendance targets • Collective worship (in preparation) • Computer use policy • Consistency and sanctions • Curriculum policy • Disability and equal access policy • Drugs policy • Exams policy (in preparation) • Educational visits policy • Gender equality scheme for schools • Gifted and Talented policy • Home-school agreement • Internet use policy • Merits and rewards policy • Pastoral handbook policy and procedures • Policy on provision for students with English as an Additional Language • Policy on the use of copyright material • Racial equality policy 	<p>Hard copy & Website Or In preparation</p> <p>/continued Hard copy & Website Or In preparation</p>

<ul style="list-style-type: none"> • Sex education (in preparation) • Special Educational Needs policy • Student handbook • Teaching and Learning policy • Travel plan • Work related and alternative learning policy • Working together to safeguard children policy 	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Records Management policy (in preparation) • Records retention destruction and archive policies (in preparation) • Data protection (including information sharing policies) 	Hard copy from school Administration Officer
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Hard copy
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Unavailable
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy & Website
Data Controllers Register (Information Commissioners Office)	www.ico.gov.uk
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)

Extra-curricular activities	Hard copy & Website
Out of school clubs	Hard copy & Website
School publications	Hard copy & Website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
Leaflets books and newsletters	Hard copy & Website

Email: **admin@st-marys.hull.sch.uk**

Tel: **01482 851136**

Textphone: **Not Available**

Fax: **01482 804522**

Contact Address: **Admin Department, St. Mary's College, Cranbrook Avenue, HULL HU6 7TN, England**

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