



*Living and learning together as a Catholic community in Christ.*

*Religion reason and kindness are at the heart of our ethos through education.*



## **ST MICHAEL'S COLLEGE FREEDOM OF INFORMATION POLICY 2016**

As a Catholic College our mission is to allow the Holy Spirit, or 'spiritual', to articulate all that takes place in the College. Indeed, it is our faith which gives shape and meaning to our educational Christian ministry, so that pupils feel valued and loved, while reconciliation is at the heart of all our human relationships. Spiritual, moral, social and cultural values are central to the College's mission. Our philosophy therefore is that a College is shaped by people who:

- Learn together in a Catholic community.
- Aspire to academic excellence and success.
- Believe that there are no limits to a child's potential.
- Provide opportunities and challenges to encourage confidence, self-esteem and nurture individual talent.

Promote a love of learning; a love of Christ and finally a love of each other.

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## **1. St Michael's Catholic College**

St Michael's Catholic College is an 'Outstanding School' with a flourishing Teaching School.

## **2. Introduction – Status of the Scheme**

2.1 This publication scheme has been prepared in accordance with the provisions of the Freedom of Information Act 2000 (FOI) and comply with the model publication scheme prepared and approved by the Information Commissioner.

2.2 This publication scheme commits St Michael's Catholic College to make information available to the public as part of its normal business activities. The information covered by the scheme is included in the classes of information referred to below, where this information is held by the College.

2.3 St Michael's will:

Proactively publish or otherwise routinely make available, information which it holds, including environmental information, which falls within the classifications below.

- Specify the information that is held by St Michael's and falls within the classifications below.
- Proactively publish or otherwise routinely make available, information in line with the statements contained within this scheme.
- 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.
- Review and regularly update the information made available under this scheme.
- Produce and publish a schedule of any fees that it may charge for access to information which is made proactively available under this scheme.
- Make this publication scheme available to the public.
- Publish any dataset held by the college that has been requested, and any updated versions it holds, unless the college 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 St Michael's 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.

## **3. Classes of Information**

3.1 Who we are and what we do

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

3.2 What we spend and how we spend it

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

3.3 What our priorities are and how we are doing

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

### 3.4 How we make decisions

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

### 3.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

### 3.6 Lists and registers

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

### 3.7 The services we offer

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

### 3.8 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.

## **4. The method by which Information published under this scheme will be made available**

4.1 St Michael's will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

4.2 All statutory policies and the majority of key information that the public may require is accessible via the college web site.

4.3 Where it is within the capability of St Michael's the information will be provided on our website. Where it is impracticable to make information available on a website, or when an individual does not wish to access the information by a website, the college will indicate how information can be obtained by other means and will provide it by those means.

4.4 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.

4.5 Information will be provided in the language in which it is held or in such other language that is legally required. Where St Michael's is legally required to translate any information, it will do so.

4.6 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.

## **5. Charges which may be made for Information published under this scheme**

- 5.1 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 St Michael's for routinely published material will be justified and transparent and kept to a minimum.
- 5.2 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.
- 5.3 Charges may be made for actual disbursements incurred such as:
- Photocopying
  - Postage and packaging
  - The costs directly incurred as a result of viewing information
- 5.4 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.
- 5.5 Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.
- 5.6 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.

## **6. 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.

**June 2016**

**Signed:** ..... **Date:**.....  
**Chair of the Governors**

**Review Date June 2017**

# Annex 1: GUIDE TO INFORMATION AVAILABLE FROM ST MICHAEL'S CATHOLIC COLLEGE UNDER THE PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class 1 – Who we are and what we do</b>		
Members of St Michael's Board and their appointments	College website	No charge
Articles of Association	Hard copy	No charge
Contact details for St Michael's Catholic College	College website	No charge
Corporate details: registered office; directors; members; registered office	Companies House website -www.companieshouse.gov.uk	Companies House charges
Staffing structure	Hard copy	Schedule of charges
<b>Class 2 – What we spend and how we spend it</b>		
Statutory accounts	Published on College website each year	No charge
Procurement – policy and opportunities	College website	No charge
Pay policy	Hard copy	Schedule of charges
<b>Class 3 What are our priorities and how are we doing</b>		
Plans for future development	College website	No charge
Achievements	College website	No charge
Exam results	College website	No charge
Latest Ofsted reports	College website	No charge
Newsletters	College website	No charge
<b>Class 4 How we make decisions</b>		
<b>Scheme of delegation</b>	Hard copy	Schedule of charges
Agendas of meetings of the Board of St Michael's Catholic College and its Committees	Hard copy	Schedule of charges
Minutes of meetings of the Board of St Michael's Catholic College and its Committees – this will exclude information that is regarded as confidential	Hard copy	Schedule of charges
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions procedures	Academy website	No charge
<b>Class 5 Our policies and Procedures</b>		
Policies and procedures including:		
Safeguarding policies and procedures	Academy website	No charge
Health & Safety Policy	Academy website	No charge
Complaints procedure	Academy website	No charge
Equality and Diversity policies	Academy website	No charge
Home Academy Agreement	Hard copy	No charge
Health and Sex Education policies	Academy website	No charge
<b>Class 6 List and Registers</b>		
Any lists and registers that the Federation is required to keep	Hard copy	Schedule of charges
<b>Class 7 The services we offer</b>		
Prospectuses	Hard copy	No charge
Out of hours clubs	Academy website	No charge
Extra curricular activities	Academy website	No charge

## Schedule of charges

TYPE OF CHARGE	COST	BASIS OF CHARGE
<b>Photocopying</b>	<b>3p per page black and white A4</b>	
	<b>10p per page colour A4</b>	
	<b>20p per page A3</b>	
<b>Postage and delivery</b>	<b>Actual cost of 2<sup>nd</sup> Class mail</b>	
<b>Statutory fees</b>	<b>Actual statutory fees</b>	Admin time charged at £25.00 per hour