



Freedom of Information Policy

St George and St Martin Catholic Academy



St George and St Martin's has adopted this Publication Scheme which clarifies information available under the Freedom of Information Act 2000.

The Directors are responsible for maintenance of this scheme.

The Purpose of this Publication Scheme

One of the aims of the Freedom of Information Act 2000 (hereby referred to as 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 **(either available for you on our website to download and print off or)** available in paper form.

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

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

Aims and Objectives

The school aims to:

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

Categories of Information Published

The publication scheme guides you to 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.'

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

- ✚ School Prospectus – information published in the school prospectus
- ✚ Directors' Documents – information published in the Directors Annual Report and in other Directors documents

- ✚ Pupils & Curriculum – information about policies that relate to pupils and the school curriculum
- ✚ 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:

Email: sgsmcp@sgsmnewman.co.uk

Telephone: 01782 234384

Contact address: The Principal
 St George & St Martin Catholic Academy
 Boulton Street
 Birches Head
 Stoke on Trent
 ST1 2NQ

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

If the information you are looking for is not available please contact the school office.

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, require further assistance or wish to make a complaint, please contact the Principal at St. George and St. Martin Catholic Academy.

If you are not satisfied with the outcome or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, this should be addressed to the Information Commissioner’s Office, this is the organisation 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
Email: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk

This policy was agreed by staff on

This policy was approved by the Academy Committee on

This policy will be reviewed by the Academy Committee on

Signed (Chair of the Academy Committee)