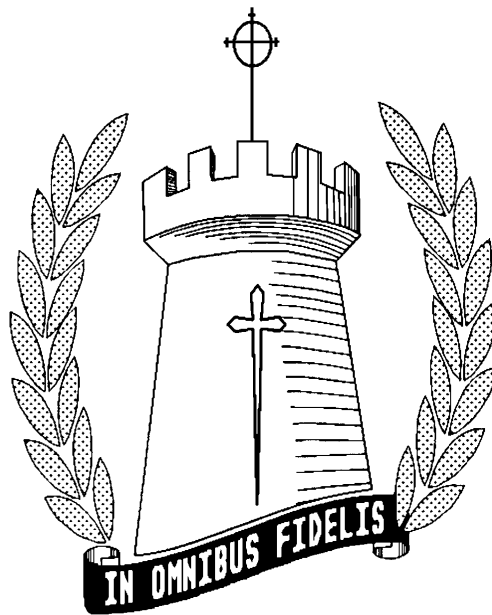


ST. DAMIAN'S RC SCIENCE COLLEGE



Freedom of Information Policy

Approved by Governors:	November 2016
Date to be reviewed:	Annually

St Damian's RC Science College

Information available under the Freedom of Information Act 2000

Introduction:

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 the Governing Body has produced its 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 available in paper form, and will soon be available on the school's website: www.st-damians.tameside.sch.uk. 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.

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.

School Prospectus information published in the school Prospectus (or Profile). Governors' Documents information published in the Governors' Annual Report and in other Governing Body formal 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, fax or letter. Contact details are set out below:

Telephone: 0161 330 5974

Fax: 0161 331 4744

Contact Address: Lees Road, Ashton-under-Lyne OL6 8BH

E-mail: admin@stdamians.co.uk

or you can visit our website at: www.stdamians.co.uk

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

If the information you're looking for isn't available via the scheme or on our website, you can still contact the school to ask if we have it.

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. Where there is a charge this will be indicated by a £ sign in the description box.

Information Currently Published

A. School Prospectus (until Sept 2012)

This section sets out information published in the school prospectus.

The statutory contents of the school prospectus are as follows (other items are included in the prospectus at our discretion):

- the name, address and telephone number of our school, and the type of school it is (Roman Catholic Voluntary Aided Secondary);
- the names of the Headteacher, Mr Logue, and the Chair of Governors, Mrs E Jones;
- information on the school's policy on Admissions (updated annually);
- a statement of the school's Mission Statement, ethos and values;
- details of our affiliation with the Roman Catholic faith, the religious education provided, collective worship and provision for all pupils;
- information about the school's policy on providing for pupils with Special Educational Needs;
- number of pupils on roll and rates of pupils' authorised and unauthorised absences;
- National Curriculum assessment results for appropriate Key Stages, with national summary figures;
- the arrangements for visits to the school by prospective parents.

B. Instrument of Government

- The name of the school
- The category of the school
- The name of the governing body
- The manner in which the governing body is constituted
- The term of office of each category of governor if less than 4 years
- The name of anybody entitled to appoint any category of governor
- Details of any trust
- If the school has a religious character, a description of the ethos
- The date the instrument takes effect

C. Minutes of meetings of the Governing Body and its appointed Committees

Agreed minutes of meetings of the Governing body and its committees, covering the current and last Academic Years. Please note: Some information included might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

D. Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

- 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 pupils, for example homework arrangements

Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

- Sex Education Policy
- Special Education Needs Policy
- Equality Policy

- Collective Worship
- Child Protection Policy
- Pupil behaviour Policy

E. School Policies and other information related to the school This section gives access to information about policies that relate to the school in general.

- Published reports of Ofsted referring expressly to the school. Published report of the last inspection of the school and the summary of the report and also RE Inspection Reports of religious education as we are a Roman Catholic School Post-Ofsted inspection action plan A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following the RE Inspection
- 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. School session times and term dates Details of school session and dates of school terms and holidays
- 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
- Complaints Procedure. Statement of procedures for dealing with complaints
- 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 Headteacher on the effectiveness of appraisal procedures 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
- Curriculum circulars and statutory instruments Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or Governing Body relating to the curriculum

Annex A provides a list of other documents that are held by the school and are available on request

Annex B privacy notice to staff

Annex C privacy notice to parents/carers

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 or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher, Mr Logue, or in his absence the Deputy Headteacher, Mrs Henshaw

If you are not satisfied with the assistance that you get, you are able to bring the matter to the attention of the Governing Body. If then 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. The Information Commissioner can be contacted at:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

Annex A: List of All Policy Documents held within school

Policies

The school makes available certain information under the Freedom of Information Act. A copy of this document is available from the school office.

The policies listed below are none exhaustive list of policies maintained by the school and Governors.

- Anti-bullying Policy
- Admissions Policy & Oversubscription Criteria
- Access to Internet Policy
- Behaviour and Attendance Policy
- Capability Policy & Procedures
- Complaints Policy
- Computer Security Policy
- Data Protection Policy
- Disciplinary Procedure for Employees
- Employment Procedures
- Equalities and Diversity Policy
- Fair Processing Notice
- Finance Policy - including
 - Best Value Statement
 - Whistleblowing Policy
 - Governors Expenses Policy
 - Charges & Remissions Policy
 - Charging for School Activities Policy
- Freedom of Information Policy
- Grievance Procedure
- Health and Safety Policy
- Information technology Policy
- Internet Safety Guidelines
- Managing Attendance (Staff) Policy
- No Smoking Policy
- Pay Policy
- Performance Management Policy
- Prevention of Bullying and Harassment Policy
- SEN Policy
- Sex and Relationship Policy
- Teachers' Pay Policy

Privacy Notices:

The school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

St Damian's R.C Science College

The Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority, Tameside MBC
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit:

- Tameside LA website <http://www.tameside.gov.uk/dataprotection/privacy>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact:

- The Chair of Governor's, St Damian's R.C Science College, Lees Road, Ashton-under-Lyne. OL6 8BH
Tel: 0161 330 5974

Privacy Notices: Information about pupils in schools, alternative provision, pupil referral units and children in early years settings

St Damian's R.C Science College

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

*Once our pupils reach the age of 13, the law requires us to pass on certain information to Tameside MBC who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to Tameside MBC by informing Mrs A Ogden (Business Manager). This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <http://www.tameside.gov.uk/education>*

Careers guidance – please refer to our Careers policy

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- Mrs O Ogden, Business Manager 0161 330 5974

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.tameside.gov.uk/education> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Annex C

Privacy Notices:

Children in need or children looked after: information held by local authorities

St Damian's R.C Science College

The Data Protection Act 1998: How we use your information

We collect and process information about children in our care and children to whom we provide services. We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care; and
- assess the quality of our services

We will not give information about children in our care to anyone without relevant consent unless the law and our policies allow us to do so.

We are required, by law, to pass on some of this information to the Department for Education (DfE) which uses it to; develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

DfE may share child level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

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For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you require more information about how we and/or the DfE use this information, please visit:

- our website at: www.stdamians.co.uk
- the DfE's website at:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

or write to us at:

St Damian's R.C Science College
Lees Road
Ashton under Lyne
OL6 8BH

If you are within one of these groups of children and want to see a copy of information about you that we hold, please contact:

- Tameside MBC:
- Looked After Children: <http://www.tameside.gov.uk/lac>
- Education Services <http://www.tameside.gov.uk/education>
- Data Protection and Privacy <http://www.tameside.gov.uk/dataprotection/privacy>