



St George's Cathedral Catholic Primary School
33 Westminster Bridge Road
London SE1 7JB

Freedom of Information Publication Scheme

This is St. George's Cathedral Catholic Primary Schools Publication Scheme on information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

Introduction

What a publication scheme is 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 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 available for you on our website to download and print off. 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 schools aim 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, This publication scheme is a means of showing how we are pursuing these aims.

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 seven broad topic areas:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing

- How we make decisions
- Policies and procedures
- Lists and registers
- Services we offer

How to request information

All requests for information must be received in writing (by letter or email) to ensure that we have a clear statement of what is required. Requests should state the enquirers name and correspondence address. Once a request has been received in writing you will have the statutory right to receive the information within twenty working days. Working days refers to term time only as contained in Statutory Instrument 3364. Contact details are set out below or you can visit the schools' websites at:

www.stgcs.southwark.sch.uk

Email: office@stgcs.southwark.sch.uk

Address: St George's Cathedral Catholic Primary School
28 Lambeth Road
London SE1 7HY

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 and isn't on our website, you can still write to the school to ask if we have it.

If the information requested is already held by another body, we are within our rights to refuse the request, but will direct the enquirer to the appropriate source.

In some instances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

Paying for information

Most of information covered by this publication is provided free of charge via our website unless stated otherwise in section 6. If you don't have Internet access, you can access our website using a local library or an internet café. We may charge a fee for photocopying / printing / faxing / postage of longer documents where the information is not listed in our publication scheme as being available either free of charge or at a standard charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Equality Act. If we intend to charge we will let tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment. The time allowed for us to provide the information does not include the period between issuing the fees notice and the receipt of the payment.

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