



VENERABLE EDWARD MORGAN CATHOLIC PRIMARY SCHOOL

PUBLICATION POLICY

This Document is a statement of intent within Venerable Edward Morgan. It was developed through a process of consultation with Key stakeholders and in correspondence with the School's planning and review schedule.

This sets out a framework by which to work.

Approved On:	25th June 2018
Next Review:	Autumn 2018
Signed:	

“LOVE AND SUPPORT IN ALL WE ARE TAUGHT.”
“CARIAD A CHEFNOGAETH YM MHOPETH RHYDAN NI’N
DDYSGU.”

This is Venerable Edward Morgan School's Publication Scheme

**Address: Caernarvon Close,
Shotton,
Deeside,
Flintshire
CH5 1AR**

Headteacher: Mrs R Langley

1. 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 we must produce a publication scheme, setting out:

- The classes of information
- 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.

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 Officer.

2. Categories of information published.

The publication scheme guides you to information which we currently publish or which we will publish in the future – this is split into categories of – Information known as 'classes'. These are contained in section 5 of this scheme.

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**
- **Governors' Documents – information published in the Governors' Annual Report and in other governing body documents**
- **Pupils & Curriculum - information about policies that relate to the school in general**
- **School Policies and other information related to the school – information about policies that relate to the school in general.**

3. How to request information:

You can request a copy of the information you want from the contacting Mrs. Nicola Clarke, School Business Manager.

If the information you're looking for isn't available via the scheme, you can still ask if we have it.

You can contact the school by telephone, fax, email or letter.

Email: Emmail@hwbcymru.net

Tel: 01244 830408

Fax: 01244 814197

4. Paying for information

Single copies of information covered by this publication scheme are provided free unless stated otherwise. 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 for a particular item this is indicated in the boxes in Section 5.

5. 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 School 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 school. Charges may be made for actual disbursements incurred such as:

- photocopying (£0.05 per page copied black and white £0.10 per page copied colour)
- 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. 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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

7. 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 need to make a complaint then initially this should be addressed to
Mrs R Langley

If you are not satisfied with the assistance that you get or if 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. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Or

Enquiry/Information Line: 01625 545 745

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

Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.