



Cardinal Griffin Catholic College

Policy on Freedom of Information

Reference: CGCCPOL050

Statement of Intent and purpose

The principle of openness and transparency is crucial to all public bodies. The control of data and information falls under the scope of the data protection Act and therefore it is incumbent on the College to ensure that it fulfils its obligations both to provide information freely, but also protects confidential information.

Our publication scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Cardinal Griffin Catholic College without further approval and will be valid until further notice.

This publication scheme commits a school to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the college. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits a school:

- to proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- to specify the information which is held by the school and falls within the classifications below.
- to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- to produce and 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.
- to review and update on a regular basis the information the school makes available under this scheme.
- to produce a schedule of any fees charged for access to information which is made proactively available.
- to make this publication scheme available to the public.



Classes of Information:

Who we are and what we do

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

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

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

The Services we Offer

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

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.

The method by which information published under this scheme will be made available:

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.



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

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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where a school is legally required to translate any information, it will do so.

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.

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 authority 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 Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- 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.

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.



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.

Contact Details

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter or you can visit our:

Website: www.cardinalgriffin.staffs.sch.uk
Email: admin@cardinalgriffin.staffs.sch.uk
Contact address: Cardinal Way, Stafford Road, Cannock, WS11 4AW

Document Review

This scheme will be reviewed on an annual basis.

The Freedom of Information Act 2000 Schedule of Available Information

Who we are and what we do

- Instrument of Government
- School prospectus
- Governing Body – name and contact details
- School session times and term dates
- Location and contact information – including staff contact details

What we spend and how we spend it

- Annual budget plan and financial statements
- Annual income and expenditure return
- Capital funding
- Additional Funding
- Procurement and contracts
- Pay policy
- Staffing and grading structure
- Governors' allowances

What our priorities are and how we are doing

- School profile including Ofsted reports
- Performance management information



- School Improvement Plan
- Every Child Matters/child protection

How we make decisions

- Admissions policy
- Application numbers
- Minutes of meetings of the Governing body and its committees (including agendas and supporting papers)

Our policies and procedures

All school policies and documents relating to:

- the whole school
- pupil and curriculum policies
- records management and personal data policies
- equality and diversity
- charging regimes and policies

Policies and procedures for the recruitment of staff

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

Charging regimes and policies

Lists and Registers

Curriculum circulars and statutory instruments.

Disclosure Log

Information provided in response to requests.

Asset Register

Capital Asset register.

Any information the school is currently legally required to hold in publicly available registers.

The services we offer

- Extra-curricular activities
- Out of school clubs
- School publications
- Services for which the school is entitled to recover a fee, together with those fees
- Leaflets, booklets and newsletters