

# St Mary Magdalen's Catholic Primary School



## Freedom of Information Publication Scheme

<b>Governors' Committee Responsible:</b>	<b>Finance &amp; Resources</b>
<b>Status:</b>	<b>Statutory</b>
<b>Review Cycle:</b>	<b>Every two years</b>
<b>Date Written/Last Review:</b>	<b>9 March 2023</b>
<b>Date of Next Review:</b>	<b>8 March 2025</b>

## **MISSION STATEMENT**

**We are a Roman Catholic community, placing God at the centre of our lives. Christian values permeate every aspect of the school day. As a small friendly school, we aim to produce the warmth and intimacy of the family. We recognise each individual as special and loved by God, caring for one another and fostering love, trust and respect. When mistakes are made we recognise them as opportunities for learning and consequent reconciliation.**

**We aim to help all children fulfil their potential. We have high expectations of the children; we want them to do their best socially, personally, academically and spiritually.**

**We recognise each child's full entitlement to education. We value children's uniqueness and endeavour to nurture their potential. We strive to promote in them a sense of personal worth and self-confidence, as well as an awareness of their responsibilities to self and others.**

## **WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED**

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this the full governing board has produced this Publication Scheme, setting out:

- the categories of information which we publish or intend to publish
- the way the information will be published
- whether the information is available free of charge or on payment

This Publication Scheme covers information already published and information which is to be published in the future. Most of the information in this Publication Scheme is available on our website; other information is available on request. Hard copies can be provided if required. Some information which we hold may not be made public, for example personal information. This Publication Scheme conforms to the model Publication Scheme for schools approved by the Information Commissioner's Office.

## **AIMS AND OBJECTIVES**

St Mary Magdalen's Catholic Primary School was founded by and is part of the Catholic Church. It exists to promote and to be a witness to the Catholic faith. It assists Catholic parents to bring up their children in the ways of that faith and does so by promoting Gospel values. This Publication Scheme is consistent with the aims of the school's Mission Statement on page two above.

## **CATEGORIES OF INFORMATION CURRENTLY PUBLISHED**

Information covered by this Publication Scheme falls into the following four broad categories:

### **General Information about the School**

General information about the school including, for example the name and address of the school, the type of school, the name of the Headteacher, staffing structure, term dates, and a statement of the school's ethos and values.

### **Full Governing Board Information and Documents**

Information about the full governing board, for example governors' names, committee membership, meeting attendance, and minutes of meetings of the full governing board.

### **Pupils and Curriculum Information**

Pupils and curriculum information, for example pupil numbers, pupil performance data, pupil premium funding allocation, and extra-curricular activities.

### **School Policies**

School policies, for example the School Behaviour Policy, Admissions Policy, and Special Educational Needs and Disability Policy.

## **HOW TO REQUEST INFORMATION**

If you require a paper version of any of the documents within this Publication Scheme, please contact the school by telephone, email, or letter. Contact details are set out below. You can contact the school through the website at [www.st-marymagdalens.richmond.sch.uk](http://www.st-marymagdalens.richmond.sch.uk) or at the following address:

Freedom of Information Request  
St Mary Magdalen's Catholic Primary School  
Worple Street  
London SW14 8HE  
Telephone: 020 8876 6679  
Email: [admin@st-marymagdalens.richmond.sch.uk](mailto:admin@st-marymagdalens.richmond.sch.uk)

If the information you are looking for is not available via this Publication Scheme (and is not 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 do not have internet access you can access our website using a local library or an internet café.

Single copies of information covered by this Publication Scheme are provided free. However, if your request means that we must do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item, for example a printed publication or video recordings, we will let you know the cost before fulfilling your request. If the cost of your request is excessive, the school may refuse to provide the information or may ask you to meet the cost of extracting the information.

## **WHEN YOU MIGHT EXPECT A RESPONSE TO A REQUEST UNDER THIS PUBLICATION SCHEME**

The school will normally respond to a request within twenty school days. If the request is made at the end of the summer term, please allow up to sixty days for a response.

## **FEEDBACK AND COMPLAINTS**

We welcome any comments or suggestions you may have about this Publication 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 Clerk to the Governors at the school. 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 FOIA and deals with formal complaints. They can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Telephone: 0303 123 1113  
Email: [accessicoinformation@ico.org.uk](mailto:accessicoinformation@ico.org.uk)  
Website: [www.ico.org.uk](http://www.ico.org.uk)

For information about how to make a request under the FOIA, please visit:  
<https://ico.org.uk/about-the-ico/our-information/request-information-from-us/>

Signed \_\_\_\_\_  
(for and on behalf of the Governing body)

Date \_\_\_\_\_