



Freedom of Information Policy and Publication Scheme

**This Freedom of Information Policy has been approved and adopted by the
Xavier Catholic Education Trust in October 2022
and will be reviewed in January 2026
Committee Responsible: Audit and Risk Committee**

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

Introduction

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public.

As a result, we at Xavier Catholic Education Trust have produced a policy and publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment

The policy and scheme cover 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 is available electronically on our website for you to download and print.

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's Office (ICO).

The Trust Board is responsible for the implementation of this policy.

Aims of Xavier Catholic Education Trust

It is the aim of our multi-academy trust to create a happy, caring and inclusive learning environment where all members of the school community have the opportunity to develop in confidence to their full potential within a setting in which they feel valued and equipped for the next steps on the road to lifelong learning.

We will do this by:

- fostering respect for one another, the school environment and the local community.
- having high expectations of both behaviour and achievement in all areas.
- striving to ensure equal opportunity for everyone, regardless of gender, ethnic and cultural backgrounds, beliefs and intellectual and physical ability.
- using a variety of teaching methods to deliver the Foundation Stage Curriculum and the National Curriculum.
- allowing learners to engage in a range of practical and meaningful tasks that address different learning styles.
- encouraging 'risk' taking, promoting independent learning thereby accepting some responsibility for their own progress.
- striving to develop positive home/school links and actively involving parents in the life and work of the school.
- liaising with local schools and the community as a whole.
- taking all opportunities to develop positively.

This document is a means of showing how we are pursuing these aims.

Publication Scheme - 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'. Statutory, and additional contents the school have chosen to add, can be seen in our Publication Scheme in Appendix 1.

The classes of information that we undertake to make available are organised into the following area:

School Prospectus and New Starter information	Information published in the Trust prospectus and set out in the letter offering a place.
Governors' Documents	Information published in the Trust's School Profiles and in other local governing board documents.
Pupils & Curriculum	Information about policies that relate to pupils and the Trust school's curriculum.
School Policies and other information related to the school	Information about policies that relate to the Trust 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 or letter. The Xavier Catholic Education Trust contact details are set out below:

Telephone:	01932 582595
Email:	info@xavercet.org.uk
Contact Address:	CEO, Xavier Catholic Education Trust C/o Silesian School, Guildford Road, Chertsey, Surrey, KT16 9LU

If the information you are looking for is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor's name and contact details; either postal address or email address for the response to be sent.

To help us process your request quickly, please clearly mark any correspondence with: **"FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST"** (in CAPITALS please).

All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

Withholding Information

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a “public interest” exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate
- promote the accountability of decisions taken by us and the spending and allocation of public money
- bring to light matters of public safety
- allows the public to understand and challenge decisions made by us
- be otherwise in the public interest

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

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 either a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise.

If the Publication Scheme request or FOI 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. Payment may be requested prior to provision of the information.

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 please consult the complaints policy which can be found on the Trust’s website [Complaints policy](#).

If you are not satisfied with the initial complaint 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 Chair of Xavier Catholic Education Trust Board of Directors at the above address.

If this does not resolve the issue, you may submit a formal complaint to the Information Commissioner’s Office. The ICO is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

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:

The Case Reception Unit
Customer Service Team
Information Commissioner's Office
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 Appendix 1

Publication Scheme for the Xavier Catholic Education Trust

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

The Trust must 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 the Trust, 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 Trust must 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 an authority 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.

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.

The following describes the information currently published under the different classes for each of our schools.

1. Trust Prospectus and New Starter Information

This section sets out information published in the school prospectus.

Class	Description
School Prospectus	<ul style="list-style-type: none"> the name, address, website and telephone number of the school, and the type of school the name of the head teacher a statement of the school's ethos and values information about the school's policy on providing for pupils with special educational needs <p>Plus, loose leaf information</p> <ul style="list-style-type: none"> information on the school policy on admissions a statement of the school's aims National Curriculum assessment results for Key Stage Two, with national summary figures latest Ofsted report

New Starter Information is sent with the letter offering a place. This is usually the end of February in the year of admission (timing depends on guidance from Surrey County Council).

Class	Description
New Starter Information	<ul style="list-style-type: none"> the name, address, website and telephone number of the school, and the type of school the name of the head teacher <p>Plus, loose leaf information</p> <ul style="list-style-type: none"> school term dates, times, attendance and punctuality staff and governors uniform

2. The Trust's School Profiles and other information relating to the local Governing Committee

This section sets out information published in the School Profile and in other governors' documents.

Class	Description
The School Profile	<p>The statutory contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> • What have been our successes this year? • What are we trying to improve? • How have our results changed over time? • How are we sure that we are meeting the needs of individual pupils? • How do we make sure our pupils are healthy, safe and well supported? • What activities are available to pupils? • How are we working with parents and the community? • What have pupils told us about the school, and what have we done as a result? • What do our pupils do after leaving this school? • What have we done in response to Ofsted?
Instrument of Government and Constitution Details	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the Governing Committee • The manner in which the Governing Committee 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• <p>The date the instrument takes effect</p>
Minutes ¹ of the Local Governing Committee and any sub committees	<p>Agreed minutes of meetings of the local governing committee and its sub committees <i>[current and last full academic school year]</i>.</p>

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

3. Pupil Data & Curriculum Policies

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

Class	Description
Pupil's Educational Record	<p>This covers information such as the records of pupil's academic achievements as well as any correspondence from teachers, local education authority employees, and educational psychologists engaged by the school or trust.</p> <p>In certain exceptional circumstances, the school can withhold an educational record; for example, where the information might cause harm to the physical or mental health of the pupil or another individual.</p>
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
Curriculum Statement	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationship and Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Disability Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and Improving delivery of information to disabled pupils.
Equality Statement	Statement of policy for promoting equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at The school.
Behaviour	Statement of general principles on behaviour and discipline and of Measures taken by the head teacher to prevent bullying.

4. School Policies and other information related to the Trust's schools

This section gives access to information about policies that relate to the Trust schools in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the letter to the children from the lead inspector.
Charging & 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 Assessments	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.
XCET Complaints Policy	Statement of procedures for dealing with complaints.
XCET Capability Policy	Statement of procedures adopted by the trust relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures.
XCET Staff Code of Conduct, Discipline & Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.