

**St Teresa of Calcutta
Roman Catholic
Multi Academy Trust**



St Gabriel's R.C. High School

Publication Scheme

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 Academies, should be clear and proactive about the information they 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 in paper form.

Some information which we hold may not be made public, for example personal information.

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Aims and Objectives

The School aim is to:

- enable every child to fulfil their learning potential, with education that meets the needs of each student,
- help every student develop the skills, knowledge and personal qualities needed for life and work, and 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 near future. This is split into categories of information known as 'classes'. These are contained in this scheme.

The classes of information that we undertake to make available are organised into three broad topic areas:

Governors Body Documents – Information published in Governing Body documents

Pupils and curriculum – Information about policies that relate to pupils and the school curriculum

School policies and other information related to the school – Information about policies that relate to the School 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. Contact details are set out below.

Email: stgabriels@bury.gov.uk

Tel: 0161 764 3186

Contact Address: St Gabriel's RC High School, Bridge Road, Bury, BL9 0TZ

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"

If the information you're looking for isn't available via the scheme, 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 don't have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication 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.

The below information is available from the Governance page on our website

- Information on Members
- Attendance to date