

FREEDOM OF INFORMATION PUBLICATION SCHEME

This is the Publication Scheme for Holy Name Catholic Primary School

Our full title and address is:-

Holy Name Catholic Primary School

Vergam Terrace

Fishguard

SA65 9DF

Telephone no: 01348 872506

E-mail admin.holyname@pembrokeshire.gov.uk

The Governing Body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed 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 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 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 Commissioner.

2. Aims and Objectives of Holy Name Catholic Primary School

AIMS

We aim:

1. To foster a deep love and knowledge of the Catholic faith and to create a Christian, caring community where Christian values are seen to be at work and relationships are fostered between Home, School, the Parish and the local Community.
2. To ensure that the curriculum provides a Catholic Christian context in which children can grow in understanding and in the acquisition of skills, values and attitudes.
3. To implement the National Curriculum in a broad, balanced and stimulating way, developing enquiring minds, the ability to communicate linguistically, mathematical understanding and an understanding of the world around us.
4. To encourage the development of each child as an individual; physically, emotionally, socially, spiritually and intellectually, attaining his/her own optimum potential.
5. To forge strong beneficial links with parents, governors and the community.
6. To encourage participation in and contribution to all aspects of school life and in activities with other schools in the wider educational environment.

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

3. Classes of information currently 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'. These are contained in the accompanying guide. We will make the information available unless:

- we do not hold the information
- the information is exempt under one of the FOI exemptions or EIR exemptions or its release is prohibited under another statute
- the information is readily and publicly available from an external website. The school will provide a direct link to that information
- the information is archived, out of date or otherwise inaccessible
- it would be impractical or resource intensive to prepare the material for routine release

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by email, letter or fax. Contact details are set out below.

Email: admin.holynome@pembrokeshire.gov.uk

Fax: 01348 872506

Contact Address: Holy Name Catholic Primary School, Vergam Terrace, Fishguard, Pembrokeshire, SA65 9DF

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

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.

5. 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 in the accompanying guide. 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. Please refer to the accompanying guide to information and charges.

6. 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 initially this should be addressed to: ***Mrs A Davies, Acting Headteacher.***

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*** Helpline: 0303 123 1113.

www.ico.gov.uk

ICO Wales contact details:

Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH Telephone: 029 2067 8400
Fax: 029 2067 8399
Email: wales@ico.org.uk

