



*"Praying together,
Learning for life,
Caring for all"*

St Joseph's Catholic Primary School

Freedom of Information Policy

Date: March 2019

To be reviewed: March 2020

This policy sets 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 either available for you on our website to download and print off or available in paper form.

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

Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child 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 future.

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

School Prospectus **information published in the school prospectus.**

Governors' Documents **information published in the Governing Body Minutes and other governing body documents.**

Pupils & 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 policy, please contact the school by telephone, email, fax or letter.

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 section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

School Prospectus – **this section sets out information published in the school prospectus.**

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the head teacher and chair of governors• information on the school policy on admissions• a statement of the school's ethos and values• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils• information about the school's policy on providing for pupils with special educational needs• number of pupils on roll• National Curriculum assessment results for appropriate Key Stages, with national summary figures• arrangements for visits to the school by prospective parents• the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>
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Pupils & Curriculum Policies – **This section gives access to information about policies that relate to pupils and the school curriculum.**

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Class	Description
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
Special Education Needs Policy	Information about the school’s policy on providing for pupils with special educational needs
Accessibility 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.
Race Equality Policy	Statement of policy for promoting race equality
Curriculum	Statement of arrangements for the teaching of all curriculum subjects, including RE
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline (Behaviour Policy)	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying (included in separate Anti-Bullying Policy).

School Policies and other information related to the school - **This section gives access to information about policies that relate to the school in general.**

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school (April 2000) and the summary of the report.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection.

Charging Policy	A statement of the school's policy with respect to charges and remissions for any optional extra, 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 assessment	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
Complaints procedure	Statement of procedures for dealing with complaints
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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 the 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

or

Enquiry/Information Line: 01625 545 700

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
Freedom of Information Publication Scheme

Annex A – Further documents held by the school

<u>Name of Document</u>	<u>Description</u>
Admissions Policy	Information on admissions policy and procedures specific to St Joseph's School.
Assessment Policy	Information on assessment procedures throughout the school, whether internal or external. Reference is made to procedures in all three Key Stages of the school (Foundation Stage, Key Stage 1, Key Stage 2).
Behaviour Policy	Information on policy and procedures with regard to the exclusion of a student from the school following contraventions to the Behaviour Policy and Code.
Positive Handling and Intervention Policy	Information on the use of physical contact in the school situation and strategies for appropriate intervention where appropriate.
Teaching and Learning Policy	Information on procedures for clear and effective teaching and learning. Included are both strategies and the rationale behind them.
Visits Policy	Information on the school's policy to the promotion of visits, excursions and exchanges.

