

## ST MARY'S CATHOLIC PRIMARY SCHOOL

### Freedom of Information Act 2000 Publication Scheme

DATE OF APPROVAL	03/2019
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DATE UPLOADED	03/2019
DATE FOR REVIEW	04/2020
OWNER	F&R Committee

#### **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 schools, should be clear and proactive about the information they are required to make public.

To do this the School 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.
- 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 this 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's Office (ICO). The governing body of the School is responsible for its implementation.

#### **Categories of information published**

This publication scheme has been reviewed and meets the stated aims of the School's Single Equality Policy.

The 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 Section 6 of this scheme.

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 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 or letter. **Currently, the feedback from parents is that they do not want the School to provide e-mail facilities, but we will regularly review this position.**

Should you require the information in Braille or another language, we will accommodate your request. This may take longer than the normal timescale of 20 working days.

The School's contact details are set out below.

Telephone: 01249 653469 or 01249 460231

St Mary's Catholic Primary School  
Rowden Hill  
CHIPPENHAM  
Wiltshire  
SN15 2AH

To help process your request quickly, please clearly mark any correspondence **PUBLICATION SCHEME REQUEST**.

If the information you are looking for is not available via the scheme, you can contact the School and ask if we have it in some other way.

### **Paying for information**

Single copies of information covered by this scheme 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 priced items such as some printed publications or videos, we will let you know the cost before fulfilling your request.

If there are financial queries regarding this then speak to the School Business Manager on the contact telephone number.

### **Classes of Information currently published**

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

<b>Class</b>	<b>Description</b>
School Website	<p>The following may be found on the School website;</p> <ul style="list-style-type: none"><li>• The name, address and telephone number of the School, and the type of school.</li><li>• The names of the Headteacher and Chair of Governors.</li><li>• Information on the School's policy on admissions.</li><li>• A statement of the School's ethos and values.</li><li>• 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.</li><li>• Information about the School's policy on supporting pupils with special educational needs or disabilities.</li><li>• Number of pupils on roll; rates of pupils authorised and unauthorised absences.</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li><li>• The arrangements for visits to the school by prospective parents.</li></ul>

**Information relating to the Governing Body** – this section sets out information published in various governing body documents.

Class	Description
Governors' information available	<ul style="list-style-type: none"> <li>• Details of the governing body membership, including name and contact details for the Chair via the Clerk to the governors.</li> <li>• A statement on progress in implementing the action plan drawn up following an inspection.</li> <li>• A financial statement, including gifts made to the School and amounts paid to governors for expenses.</li> <li>• A description of the school's arrangements for security of pupils, staff and the premises.</li> <li>• Information about the implementation of the governing body's policy on pupils with special education needs and disability (SEND) and any changes to the policy during the last year.</li> <li>• A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the School.</li> <li>• A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning.</li> <li>• Number of pupils on roll; rates of pupils authorised and unauthorised absence.</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li> <li>• A statement of extent to which proposals in the post inspection action plan have been carried into effect.</li> </ul>
Instrument of Governance	<ul style="list-style-type: none"> <li>• The name of the School.</li> <li>• The category of the School.</li> <li>• The name of the governing body.</li> <li>• The manner in which the governing body is constituted.</li> <li>• The term of office of each category of governor, if less than 4 years.</li> <li>• The name of anybody entitled to appoint any category of governor.</li> <li>• Details of any related Trust.</li> <li>• If the School has a religious character, a description of its ethos.</li> <li>• The date the instrument takes effect.</li> </ul>
Minutes of meetings of the governing body and its committees	Copies of governing body minutes are available on the School website. Committee minutes are available on request from the Clerk to the Governors. Some information might be confidential, or otherwise exempt from the publication by law such as data protection legislation, and therefore we cannot publish this.

**Pupils and Curriculum Policies** – This section summarises the policies that relate to pupils and the School curriculum.

<b>Class</b>	<b>Description</b>
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 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 and Disability Policy (SEND)	Information about the School's policy on providing for pupils with special educational needs and disabilities.
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.
Single Equality Policy	Sets out our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to the seven protected characteristics.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour and Discipline Policy and Anti-Bullying Policy	Statement of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying.

**School Policies and other information related to the School** – This section summarises the information about policies that relate to the School in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the School	Published report of the last inspection of the School and the summary of the report and, where appropriate, inspection reports of religious education in those schools designated as having a religious character.
Post-Ofsted inspection action plan	A plan setting out the action required following the last Ofsted inspection and, where appropriate, an action plan following the inspection of religious education where the School is designated as having a religious character.
Charging and 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 sessions times and term dates	Details of School sessions and dates of School terms, holidays and teacher development days.
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to health and safety at work of employees, pupils and others, and the organisation and arrangements for carrying out the policy.
Complaints Procedure	Statement of procedures for dealing with complaints.
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of School staff and procedures by which staff may seek redress for grievance.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or governing body relating to the curriculum.

## **Feedback and Complaints**

If you want to make any comments about this publication scheme or if you require further assistance, then initially this should be addressed to the Headteacher. Should you wish to complain please follow the Complaints Procedure which is available from the School office.

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, 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

Enquiry/Information Line: 01625 545 700  
E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

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