

This is St. Anne's Catholic Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this scheme but has delegated the day to day responsibilities for its operation to the Headteacher. The Action Plan Committee will oversee access to information.

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 will 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 that is to be published in the future. All information in our publication scheme is available in paper form.

Some information that 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

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.

3. 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'. 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:

Website – information published on the school website.

Governors' Documents – information published in 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.

4. How to request information

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

Tel: 01298 23589

Contact Address: Lightwood Road, Buxton, Derbyshire SK17 7AN

e-mail: enquiries@st-annesrc.derbyshire.sch.uk

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 section 6. 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 fees work on a scale basis as shown below:

| Number of pages | Maximum fee |
|------------------------|--------------------|
| 1-19 | £1 |
| 20-29 | £2 |
| 30-39 | £3 |
| 40-49 | £4 |
| 50-59 | £5 |
| 60-69 | £6 |
| 70-79 | £7 |
| 80-89 | £8 |
| 90-99 | £9 |
| 100-149 | £10 |
| 150-199 | £15 |
| 200-249 | £20 |
| 250-299 | £25 |
| 300-349 | £30 |
| 350-399 | £35 |
| 400-449 | £40 |
| 450-499 | £45 |
| 500+ | £50 |

6. Classes of Information Currently Published

Website – this section sets out information published on the website.

| Class | Description |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>School Website</p> | <p>The statutory contents of the school website are as follows, (other items may be included on the website 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 Headteacher and Chair of Governors • information about the school policy on admissions and admission arrangements • 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 • link to Ofsted Report • most recent end of Key Stage 2 results and link to school performance tables • information about the school's Pupil Premium allocation, its use and impact on attainment • information about the school curriculum for each year group by subject • information about the school's policy on providing for pupils with special educational needs • information about the school's Behaviour Policy • information about the school's Charging and Remissions Policy <p>The Governing Body has a responsibility for ensuring that information published on the school website is updated as soon as is reasonably practicable following a change to that information and, in any event, at least annually.</p> |

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

| Class | Description |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Governors' Documents</p> | <p>The statutory contents of Governors' documents are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"> • National Curriculum percentage results for Key Stage 2 together with national and local average scores • information about arrangements for pupils with special educational needs (SEN) and vulnerable groups of pupils • information about arrangements for ensuring pupils are healthy, safe and well-supported • information about activities and options available to pupils • a statement about how the school works with parents and the community • number of pupils on roll and rates of pupils' authorised and unauthorised absence • Ofsted's view of the school • a statement on progress in implementing issues arising from Ofsted and R.E. inspections |

| | |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instrument of Government | <ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the Governing Body • The manner in which the Governing Body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect |
| 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>] |

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

| 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 |
| Sex Education Policy | Statement of policy with regard to sex and relationship education |
| Inclusion / More Able Gifted and Talented Policies | Information about the school's policies 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 |
| Religious Education Policy | Statement of policy with regard to religious education within the school |
| Collective Worship | Statement of arrangements for the required daily act of collective worship |
| Child Protection and Safeguarding Policy | Statement of policy for safeguarding and promoting welfare of pupils at the school |
| Pupil Discipline / Anti-Bullying Policies | Statement of general principles on behaviour and discipline and of measures taken by the Head teacher to prevent bullying |

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

School Policies and other information related to the school - This section gives access to information about policies/documents 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 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 actions required following the last Ofsted inspection and where appropriate an action plan following 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 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 |
| 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 to the Headteacher or Governing Body relating to the curriculum |
| Other documents | Annex A provides a list of other documents that are held by the school and are available on request |

7. 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. S. H. Deaville (Administration Manager).

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

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

SAINT ANNE'S CATHOLIC PRIMARY SCHOOL
Freedom of Information Publication Scheme
Annex A – Further documents held by the school

| Name of Document | Description |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Termly Letters | Information for parents about day-to-day activities within the school, including dates of school terms and holidays, masses, assemblies, trips, sports events etc. |
| Induction Booklet | General information for parents of children starting at the school. |

Other information about the school is available on the school website:
www.st-annesrc.co.uk

Reviewed June 2009
Reviewed June 2010
Reviewed July 2011
Reviewed October 2012