



Holy Souls Catholic Primary School

FREEDOM OF INFORMATION

This is Holy Souls Catholic Primary School Publication Scheme on information available under the Freedom of Information Act 2000.

The governing body is responsible for maintenance of this scheme.

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.

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 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.

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

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. 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 the Governors Annual Report and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School adheres to all principles of GDPR compliance and is reviewing all systems as outlined / advised in a 12 month window prior to April 2019. A newly appointed Data Protection Officer (DPO) as part of the St Teresa of Calcutta MAC will be appointed to quality assure all data systems in May 2019.

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, fax or letter.

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 (and isn't on our website), 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 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 prices item such as some printed publications or videos we will let you know the cost before fulfilling your request.

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> <p>The name address and telephone number of the school and the type of school.</p> <p>The names of the Head Teacher and Chair of Governors.</p> <p>Information on the school policy and admissions.</p> <p>A statement of the school's ethos and values.</p> <p>Details of any affiliations with a particular religion or religious denomination, the religion education provided, parents' right to withdraw their child from religions education and collective worship and the alternative provision for those pupils.</p> <p>Information about the school's policy on providing for pupils with special education needs.</p> <p>Number of pupils on roll and rates of pupils' authorised and unauthorised absences.</p> <p>National Curriculum assessment results for appropriate Key Stages, with national summary figures.</p> <p>The arrangements for visits to the school prospective parents</p>

CLASS	DESCRIPTION
Instrument of Government	<p>The name of the school</p> <p>The category of the school</p> <p>The name of the governing body</p> <p>The manner in which the governing body is constituted.</p> <p>The term of office of each category of governor if less than 4 years.</p> <p>The name of anybody entitled to appoint any category of governor.</p> <p>Details of any trust.</p> <p>If the school has a religious character, a description of the ethos.</p> <p>The date the instrument takes effect.</p>
Minutes of meeting of the governing body and its committees	Agreed minutes of meeting of the governing body and its committees.

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.
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
Sex Education Policy	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special education 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.
Collective Worship	Statement of arrangements for daily act of collective worship.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school <i>(from March 2004)</i>
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying.

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 Head Teacher 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 Head teacher or Governing Body relating to the curriculum.
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 School Business 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.

The can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Or

Enquiry/Information Line: 01625 545 700

Email: Publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

Ratified on : 12th December 2018

To be reviewed on: 1st April 2019