

St. Bede's Catholic Infant School Publication Scheme
(Adapted from Model HBC Model School Publication Scheme)

Agreed by Staff	Spring 2019
Approved by Governors	Spring 2019
Review Date	Spring 2020
Signed Chair of Governors	Mrs M Rowlands Date: 20.3.19

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 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.

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

School Prospectus/Website – information published in the school prospectus and on the website.

Governors' Documents – information published in the 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.

3. Classes of Information Currently Published

School Website – this section sets out information published on the school website and corresponds to the Department for Education’s statutory guidance to schools of what should be published on school’s website:

- School contact details
- Admissions Arrangements
- OFSTED reports
- A link to performance tables
- Curriculum
- Behaviour Policy
- Pupil Premium
- PE and Sports Premium
- Special Educational Need (SEN) Report
- Charging and Remissions Policy
- Values and Ethos
- Complaints Procedure
- School Holidays

This policy also represents our statutory obligation to provide copies of information from our website upon request.

Our website also contains more information about our school such as:

- RE and the Catholic Life of the School
- Class Description
- School Prospectus
- The names of the head teacher and governors
- National Curriculum assessment results for KS1, the Year 1 phonics test and foundation stage results
- Information on our governing body
- Contact Information
- Newsletters
- E-safety

School Prospectus-This includes information relating to many aspects of school life such as:

Class Description

- Mission Statement and Ethos Statement
- The names of the head teacher and governors
- The school curriculum
- National Curriculum assessment results for KS1, the Year 1 phonics test and foundation stage results
- Organisation of the school day
- Information on our governing body

Information relating to the governing body-this section sets out information relating to the governing body

Class Description

Instrument of Government

- 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 anybody 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.

Class Description

- Part 1 Minutes of meetings of the governing body and its committees
- Agreed Part 1 Minutes of meetings of the governing body and its committees

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

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
- Relationships and 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 educational needs
- Accessibility 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 Statement of policy for promoting race equality
- 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.
- Whole School Behaviour Policy 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 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 and the summary of the report and where appropriate inspection reports of religious education in those schools 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-Details of school session and dates of school terms and holidays
- Health and Safety Policy and risk assessment-Statement of general policy with respect of 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
- Appraisal of Staff Policy
- Staff Conduct, Discipline, Grievance and Whistleblowing-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 for Education to the head, teacher or governing body relating to the curriculum
- Other documents

A list of other documents that are held by the school is available on request

CHARGES

The general charge for photocopying, printing and faxing or emailing information as an attachment is *10p* per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information. In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- putting the information onto CD, video or audio cassette;
- translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

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 Chair of Governors.