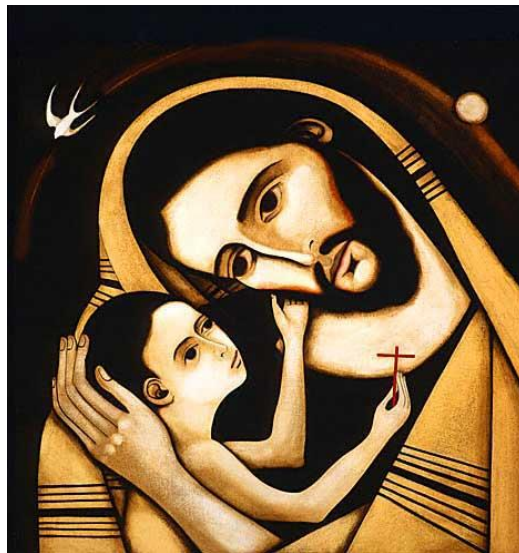




St. Joseph's Catholic Primary School Clydach



Publication Scheme Policy



This is St. Joseph's Catholic Primary School Publication Scheme

Our full title and address for sending requests for any documents is:

St. Joseph's Catholic Primary School, Pontardawe Road, Clydach, Swansea, SA6 5NX.

The person responsible for maintenance of this scheme is:

Mrs. Juliet Stack, Headteacher.

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 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'. These are contained in section 5 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 Policies*** - information about policies that relate to the school in general.

3. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: St.Josephs.RCPPrimary.School@swansea.gov.uk

Tel: **01792 842494**

Fax: **01792 843721**

Contact Address:

St. Joseph's Catholic Primary School, Pontardawe Road, Clydach, Swansea, SA6 5NX.

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST"** (in **bold CAPITALS**).

4. Paying for information

Single copies of information covered by this publication 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 a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Where there is a charge for a particular item this is indicated in the boxes in Section 5 by a £ sign following the description of the item.

5. Classes of Information Currently Published

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

Class	Description
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School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included 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 about admissions. • The arrangements for visits from parents considering applying to the school for a place for their child. • A description of the admissions arrangements for pupils with disabilities (including the admissions arrangements for pupils with special educational needs without statements). • Details of steps taken to prevent pupils with disabilities from being treated less favourably than other pupils. • Details of facilities provided to assist access to the school by pupils with disabilities (for example, physical access or access to the curriculum). • A statement of the school's ethos which underpins pupils' spiritual, moral, cultural and social development through the curriculum and other activities. • 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. • Details of the home-school agreements adopted by the governing body. • Details of any policies adopted by the governing body with respect to equal opportunities. • It is the duty of the governing body and head teacher to promote equal opportunities and good relations. • Information about the school's policy on providing for pupils with special educational needs. • A summary of the school's SEN Policy • Dates of school holidays (including half term holidays) during the next school year. • School session times. • Summary of charging and remissions policies determined by the Governing Body. • Number of pupils on roll and rates of pupils' authorised and unauthorised absences. • A curriculum statement, to include a summary of its content, an explanation of how it is organised in relation to different year groups and key stages, and a description of the teaching methods used. • National Curriculum assessment results for appropriate Key Stages, with national summary figures. • Use of the Welsh Language. • A statement on the school's sporting aims, and provision for sport. • How parents and others can find out about the arrangements for dealing with formal complaints about the curriculum or any related matter. • Information about the school's overall approach to sex education, including the selection of teaching materials appropriate to the needs and ages of the pupils. • The extent to which sex education forms a discrete or integral element of the
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	<p>curriculum.</p> <ul style="list-style-type: none"> • A reminder that parents can withdraw their children from all or part of the sex education provided. • A description of the arrangements made for the security of pupils and staff at the school, and the school premises.
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Governors' Annual Report and other information relating to the governing body - this section sets out information published in the Governors Annual Report and in other Governing Body documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"> • Details of the governing body membership, including name and address of chair and clerk. • The time, date, venue and agenda for the annual parents' meeting. • An indication of the purpose of the meeting. • A report on the consideration given to any resolutions passed at the last meeting. • A statement on progress in implementing the action plan drawn up following an inspection. • A financial statement, including gifts made to the school and amounts paid to governors for expenses. • Information about school security. • Details of the school's SEN policy, including its success, the allocation of resources, changes made, and any consultation with the LEA and other schools. • A description of the arrangements for the admission of pupils with disabilities (including the admissions arrangements for pupils with SEN without statements); details of steps to prevent disabled pupils being treated less favourably than other pupils; and details of existing facilities to assist access to the school and the curriculum by pupils with disabilities. • The accessibility plan covering future policies for increasing access by those

	<p>with disabilities to the school (<i>from April 2004</i>).</p> <ul style="list-style-type: none"> • Action taken to develop or strengthen links with the community (including links with the police). • How teachers' professional development impacts on teaching and learning. • Number of pupils on roll and rates of pupils' authorised and unauthorised absence. • National Curriculum assessment results for appropriate Key Stages, with national summary figures. • The school's targets for Key Stage 2 assessments. • A summary of changes to the school prospectus since publication. • Action taken to review school policies. • Action taken to implement and review specific school strategies. • Progress in meeting sporting aims, and any notable sporting achievements.
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 name of any person entitled to appoint any category of governor. • Details of any trust. • If the school has a religious character, a description of the ethos of the school. • The date the instrument takes effect.
Minutes of meetings of the Governing Body and its committees	Minutes from governors board and committee meetings

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

Class	Description
Home - school agreement	Written 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 national curriculum subjects, including any syllabus followed by pupils at the school.
Sex Education Policy	Written statement of policy with regard to sex education.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Pupil Discipline	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.

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

Class	Description
Reports of Estyn School Inspections under Sections 10 and 23 of the School Inspections Act 1996	Report of an inspection of the school and the summary of the report.
Post Inspection action plan	A plan setting out the actions required following an Estyn inspection.
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 of which charges are permitted, for example music tuition, trips.
School session times	Details of school session and dates of school terms and holidays.
Special Education Needs	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plans	Written plan of improvements to access for pupils with disabilities (<i>from April 2004</i>).
Health and Safety Policy	Written 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.
Child Protection Policy	Statement of general principles on Child Protection arrangements (<i>from March 2004</i>).
Complaints procedure	Statement of procedures for dealing with complaints.
Performance Management	Statement of procedures adopted by the governing body relating to performance management.
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.

6. 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 need to make a complaint then initially this should be addressed to:

Chairperson of Governors, St. Joseph's Catholic Primary School, Pontardawe Road, Clydach, Swansea, SA6 5NX.

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 545 745

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

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

Child Protection - The United Nations Convention on the Rights of the Child (CRC)

is at the heart of our school's planning, policies, practice and ethos.

As a rights- respecting school we not only teach about children's rights but also model right...
and respect in all relationships – Linked to Articles 3, 12, 16, 19, 20, 21, 25, 27, 28, 30, 34, 36, 39, 42
(CRC)



St. Joseph's Catholic Primary School Publication Scheme

ANNEX A - Other documents held by the School

- Admissions Policy
- Race Equality Policy/Equal Opportunities Policy
- Disability Equality Scheme
- Accessibility Plan
- Register of Pupils
- Register of Business Interests of Head Teacher and Governors
- Risk Assessments
- Target Setting
- Transition Plan
- School Development Plan
- Curriculum Policies (All areas of curriculum)

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