



**St Mary's Church of England Primary School**  
**Publication Scheme on information available under the Freedom of**  
**Information Act 2000**

*The Governing Body is responsible for the maintenance of this scheme.*

**1. Introduction – what a publication scheme is and why it has been developed.**

One of the aims of the Freedom of Information Act 2000 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 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. 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 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;

- School Prospectus – information published in the school prospectus
- Governors Documents – information published in the Governors Annual Report and in other governing body documents.
- Pupil & 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 relates 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, email or letter. Contact details are set out below.

Email: [stmaryshawshaw@bury.gov.uk](mailto:stmaryshawshaw@bury.gov.uk)

Tele: 01204886167

Address: St Mary’s C of E Primary School, Bolton Road, Hawkshaw, Bury, B18 4JL.

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

If the information you are looking for is not available via the scheme, you can still contact the school to ask if we have it. There is a 20 working day time limit for responding to a

request. If we have to clarify the request with the enquirer, the 20 days stops and restarts when we receive clarification.

## **5. Paying for Information**

Information published is normally available free of charge.

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. Where there is a charge this will be indicated by a £ sign in the description box.

## **6. Classes of Information Currently Published**

- **SCHOOL**

**School Prospectus** – this section sets out information published in the school prospectus. The statutory contents of the school prospectus are as follows; (other items may be included in the prospectus at the school's discretion)

1. The name, address and telephone number of the school, and the type of school
2. The names of the head teacher and chair of governors
3. Information on the school policy on admissions
4. Details of any affiliations with a particular religion or religious denomination, the religious education provided, parent's right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.
5. Information about the school's policy on providing for pupils with special educational needs.
6. The number of children on roll and rates of pupils' authorised and unauthorised absences.
7. The National Curriculum assessment results for appropriate Key Stages, with national summary figures.
8. The arrangements for visits to the school by prospective parents.

- **GOVERNORS**

**Instrument of Government** – the information provided will be as follows;

1. Name of the school.
2. The category of the school.
3. The name of the governing body.
4. The manner in which the governing body is constituted.
5. The term of office of each category of governor, if less than 4 years.
6. The name of the body entitled to appoint any category of governor.
7. If the school has a religious character, a description of the ethos.

**Minutes of Meetings of the Governing Body.**

Agreed minutes of meetings 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.

**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.

**Sex Education Policy** – Statement of policy with regard to sex and relationship education

**Special Educational Needs Policy** – Information about the school’s policy on providing for pupils with special educational needs.

**Accessibility Policy** – Plan for increased 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 from the required daily act of collective worship.

**Child Protection Policy** – statement of policy for safeguarding and promoting welfare of pupils at the school.

**Pupil Discipline** – statement of general principles on behaviour and discipline and of measure taken by the head teacher to prevent bullying.

- **SCHOOL POLICIES & OTHER INFORMATION RELATED TO THE SCHOOL**

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

**Published reports of Ofsted referring expressly to the school** – published reports of the last Ofsted inspection of the school.

**Post-Ofsted inspection action plan** – a plan setting out the actions required following the last Ofsted inspection and an action plan following inspection of religious education.

**Charging and Remissions Policies** – A statement of the school’s policy with respect to charges and remissions for an optional extra or board and lodgings for which charges are permitted, for example school publications, music tuition and 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 arrangement for carrying out the policy.

**Complaints Procedure** – statement of procedures for dealing with complaints.

**Appraisals** – statement of procedures adopted by the governing body relating to the appraisal 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.

## 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 Head Teacher, St Mary’s C of E Primary School, Hawkshaw.

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 545700***

***Email : [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)***

***Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)***

The Department for Education has produced guidance which is designed to assist schools.

This can be found via the following link :

<http://www.education.gov.uk/b0065507/gttl/providing-information/foi-act>

**Date – January 2013**