

ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL
A member of the St. Francis of Assisi Catholic Academy Trust
'Learn, love and respect through Jesus.'

Revised May 2022, Reviewed May 2024

**Publication Scheme on information available under
the Freedom of Information Act 2000**

Much of the Information listed in this document can be found on the School web site.

<http://www.stcanterbury.herts.sch.uk>

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. 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:

School Prospectus - information published in the school prospectus

Governors' Documents - information published in the Governors Information File and in other governing body documents.

Pupils & Curriculum - information about policies that relate to pupils and the school curriculum. These are kept in a separate folder

School Policies and other information related to the school - information about policies that relate to the school in general. These are kept in a separate folder

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 or you can visit our website at www.stcanterbury.herts.sch.uk

email: admin@stcanterbury.herts.sch.uk

Tel: 01920 821450

Contact Address: High Street, Puckeridge, Ware, Herts. SG11 1RZ

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

6. 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> <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 can be found on the School web site • information on the school's ethos and our Mission Statement and Aims and Values • Ofsted - Good 2023 • Statements on Teaching and Learning; Pupil Involvement and ICT • Our expectations on Behaviour • The School Building Fund • Partnership: Governing Body; Parent Teacher Association; Parish Priest and Parishes • Our 'Extended School'
Class	Description
School Information	<p>The following Information is available on our web site or on request</p> <ul style="list-style-type: none"> • Diary with Term Dates • Curriculum: Class Pages, Children's Progress, Pupil Voice • School Council, e-Safety, Music, Sport, Special Events • Governors: Names and Details • PTA: - Fund Raising and Events • About Us: Aims and Values, School Uniform, Staff, Ofsted 2023, Pupil Premium, Pupil Performance, Charity Work, Forest School, History • Admissions: Prospectus, EY HQS Accreditation • Newsletters: Head Teacher, Children, Parent Information, Leave of Absence Application, Administration of Medicines

	<ul style="list-style-type: none"> • Statutory Requirements: Policies, Safeguarding, Data Protection • School's Policy on pupils with Special Education Needs and Disabilities • Safeguarding including Child Protection and Safe Recruitment • 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 • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents
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Governors Information File and other information relating to the governing body

This section sets out information available to Governors.

Class	Description
Governors Information	<p>Governors Information is held on the Governor Hub and elsewhere on file. The information listed here is not exhaustive and a full list is available on request:</p> <p>Leadership and Management</p> <ul style="list-style-type: none"> • Mission Statement • Instrument of Government and Reconstitution • Governor Check List • Performance Management Guidance • Policies and Documents required by Law • List of School Governors • Governing Body: meetings; powers and duties: check list, etc. • Catholic Values and 'British Values' • Ofsted Inspection 2023 • Diocese RE Inspection 2015

<p>Governors Information continued</p>	<p>Governors Information is held on the Governor Hub and elsewhere on file: The information listed here is not exhaustive and a full list is available on request:</p> <p>Property Management and Committees</p> <ul style="list-style-type: none"> • Plan of the School and Condition Survey • Asset Management Plan and Schedule of Reasons • Accessibility Plan • Health and Safety Inspection Report - latest • Contracts Register • Repair Programme - current • Schedule of Works - current • Capital Programme - current • Diocese School Premises Policy 2010 • Premises and Finance Committee 'Terms of Reference <p>Financial Management</p> <ul style="list-style-type: none"> • Schedule of Financial Delegation • Internal Audit - December 2008 • Staff Structure • Staff Database • Revenue Budget Reports • Budget Setting Meetings • Capital Account Monitoring Statement • Medium Term Finance Plan • Governor and Staff Financial Competencies • Statement of Internal Control • Annual Finance Reports • Benchmarking LA and DfE • Capital Grant Allocations • Fund Account • School Financial Value Standard (SFVS)
<p>School Details</p>	<ul style="list-style-type: none"> • The name of the school • The category of the school • Academy Order 22 October 2020 • Incorporation within the St. Francis of Assisi Catholic Multi Academy Trust - 1st September 2021 • 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 the body entitled to appoint any category of governor

	<ul style="list-style-type: none"> • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes # # Governing Body and Committees	Agreed minutes of meetings of the governing body and its committees are contained in the Minute books located in the Archive files.

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum. A full list of Policies is available on request

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 Policies	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work currently used by the school
Sex Education and Relationships Policy	Statement of policy with regard to sex education and relationships
Special Education Needs Policy	Information about the school's policy 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.
Racial Equality Policy	Statement of policy for promoting racial equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding	Statement of policy for safeguarding, child protection and promoting welfare of pupils at the school.

Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
E-Safety	Statement of policy for promoting safe use of IT & the internet
Equality	Policy Statement under the Equality Act 2010

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general. A full list of Policies is available on request

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 inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan (S.I.P)	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 can be found on the School web site
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 Appraisal of Staff	Statement of procedures adopted by the governing body relating to the performance appraisal of staff and the annual report of the head teacher that appraisal procedures have been undertaken

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 for Education to the head teacher or governing body relating to the curriculum
Other documents	Other documents that are held by the school and are available on request
Whistle Blowing	Policy on Whistle Blowing and the procedures to be followed

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 the Chair of Governors.

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

Enquiry/Information Line: 01625 545 700

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

Website : www.informationcommissioner.gov.uk

ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL
Freedom of Information Publication Scheme
Further documents held by the school

Name of Document

Description