

## St Sebastian's RC Primary School



### Publication Scheme

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

*The governing body is responsible for 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 (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 from the office upon request.

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:

- To establish St Sebastian's as a secure environment where everyone is valued and respected, so that they can achieve their best.
- To develop and nurture the well-being of each child in all areas enabling them to fulfil their potential.
- To offer a flexible curriculum which builds on the talents and interests, to gain a love of learning.
- Through teamwork, co-operate with the community to share ideas and values.
- 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 three broad topic areas:

*School Prospectus* - information published in the school prospectus.

*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.

### **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, fax or letter. Contact details are set out below.

Email: [stsebastians.rcprimaryschool@salford.gov.uk](mailto:stsebastians.rcprimaryschool@salford.gov.uk)

Tel: 0161 736 6875

Fax: 0161 921 1629

Contact Address: St Sebastian's RC Primary School, Douglas Green, Salford M6 6ET.

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 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. If this is the case we will let you know the cost before fulfilling your request.

**School Policies and other information related to the school** – This section gives access to information about policies that relate to the school in general.

## **CLASSES & 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 Children, Schools and Families to the head teacher or governing body relating to the curriculum.

### **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 wish to make a complaint then initially this should be addressed to Mrs R Bourke, Acting Headteacher at the school.

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 5F***

***Signed:***

***Date:***

***Review Date:***