



*'Growing, loving and learning,
in the arms of Mary.'*

Publication Scheme

1. INTRODUCTION

a. 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.

b. To do this we must produce a publication scheme, setting out:

i. The classes of information which we publish or intend to publish;

ii. The manner in which the information will be published; and

iii. Whether the information is available free of charge or on payment.

c. 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 www.stmarysrocsunderland.co.uk to download and/or print or it is available in paper form from the School Office.

d. Some information which we hold may not be made public, for example personal information.

e. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

f. The school's management and governing body aims to respond to requests within 20 working days.

g. The Headteacher has the day to day responsibility for implementing this policy. If there is any doubt about whether information should be released then the Headteacher and Chair of the governors should be consulted who may need to seek advice from the Local Authority. If an exemption is to be applied then this and the reasons why should be made clear in the response to the enquirer.

2. THE LAW

a. Wilfully concealing, damaging or destroying information in order to avoid answering a query is a criminal offence. As legislation is often amended and Regulations introduced, the references made in this Guide may be to legislation that has been superseded. For an up-to-date list of legislation applying to schools, please refer to the Governor Net website www.governornet.co.uk.

3. CATEGORIES OF INFORMATION PUBLISHED

a. 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.

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

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

- ii. *Governors' Documents* - information published in the Governors' Annual Report and in other governing body documents.
- iii. *Pupils & Curriculum* - information about policies that relate to pupils and the school curriculum.
- iv. *School Policies* - information about policies that relate to the school in general.

4. HOW TO REQUEST INFORMATION

a. To be valid, any requests for information must be in writing (including fax and e-mail) and must have the name and correspondence address of the enquirer and details of the information required. You can request a copy of the information you want from the contact detailed below, or visit our website at www.stmarysrcsunderland.co.uk

b. If the information you're looking for isn't available via the scheme and isn't on our website, you can still make enquiries as to whether we have the information by contacting us:

Email: school@stmaryrcsunderland.co.uk

Tel: 0191 553 6087

Contact Address:

**School Business Manager,
St. Mary's R.C. Primary School,
Sunderland,
Tyne & Wear,
SR2 7QN**

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

5. PAYING FOR INFORMATION

a. For single copies of information covered by this publication there is a £15.00 administration charge. If your request involves a lot of photocopying or printing incurs a large postage charge or is for a priced item such as some printed publications or videos, we will let you know any additional cost before fulfilling your request.

b. 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.

6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

a. **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 type of school • The names of the Headteacher teacher and Chair of Governors • Information on the school's Admission policy • A statement of the school's ethos and values • Information about the school's policy on providing for pupils with special educational needs • 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. • Information on visits to the school by prospective parents

b. **Information relating to the governing body** - this section sets out information published in Governing Body documents.

Class	Description
Governors' School Profile	The statutory contents of the governors' school profile is determined by the DfE and is available
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 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 • Details of any trust • Description of Catholic ethos • The date the instrument takes effect
Minutes * of meeting of the Governing Body and its committees	Agreed minutes of meeting of the governing body and its committees (current and last full academic school year)

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

Class	Description
Curriculum Policy	Statement on following the policy for the curriculum subjects and schemes of work and syllabuses currently used by the school

Relationship and Sex Policy	Statement of policy with regard to relationship and sex and education
Special Educational 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.
Race 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
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

d. **School Policies** - This section gives access to information about policies that relate to the school in general. All published policies are available on the school website.

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 also 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 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, visits, extra-curricular activities
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
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Headteacher or governing body, relating to the curriculum

7. FEEDBACK AND COMPLAINTS

a. 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;

**School Business Manager
St. Mary's RC Primary School
Meadowside
Sunderland
SR2 7QN**

b. 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: 0303 123 1113

Mon to Friday 9am to 5pm.

E-mail: Using the contact form held on the Information Commissioner's Office website

<https://ico.org.uk/global/contact-us/email/>