



**ST MICHAEL & ALL ANGELS C OF E PRIMARY
SCHOOL**

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

Date Approved	7.2.17
Date for Review* <i>(*subject to any relevant changes in legislation or other appropriate guidelines)</i>	January 2020
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Author	Head Teacher / ICO
Delegated Responsibility	Head Teacher/Chair of Governors

Approved by:	R Evans
	R Evans
	Chair of Governors
Date received by FGB	7.2.17

Overall Aims Statement

We plan to educate our pupils in all areas of learning, to enable them to achieve their full potential by developing and sharing their talents, in a stimulating, Christian and enjoyable environment.

St Michael & All Angels became an academy on 1st November 2012. The Governing Body is responsible for maintenance of the school Publication 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 and academies, 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

The school aims:

- To educate and to challenge our pupils intellectually, socially, emotionally and physically within a broad and balanced curriculum, which includes the National Curriculum, and which provides for a range of differing needs.
- To develop and promote Christian values and to encourage a sense of honesty, commitment, self-confidence, responsibility, respect for others including those of different ethnic origins, co-operation and self-esteem.
- To develop a sense of citizenship and a positive and mutually supportive relationship within the local community.
- To provide effective learning where parents, governors, staff, children and the community work together in a partnership.

- To encourage and celebrate a pride in our school and our personal achievements.
- To encourage a safe and welcoming atmosphere for parents, staff, children and friends.
- To create an atmosphere where pupils enjoy learning, and to encourage free expression within a disciplined environment.
- To monitor and evaluate what we do to ensure that we deliver the best education possible within the resources available.

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 governing body documents.

Pupils & Curriculum - information about policies that relate to pupils and the schools 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:	head@stmichaels.leics.sch.uk
Telephone/Fax:	01664 424453
Contact Address:	St Michael & All Angels C of E (Aided) Primary School Brookside Rearsby Leicester LE7 4YB

To help us to 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. We will respond to your request within 20 working days, unless a request is made before a holiday period.

5. **Paying for information**

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 publication or videos we will let you know the cost before fulfilling your request.

6. **Classes of Information Currently Published**

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):

- 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 on the school policy on admissions
- a statement of the school's ethos and values
- 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
- 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
- the arrangements for visits to the school by prospective parents.

Governors' Documents - this section sets out information published in governing body documents.

- details of the governing body and their category of membership, clearly identifying the chair, vice-chair and clerk.
- arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils (Article 8 of the 96 order refers)
- a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school

- a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- a 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

Articles of Association - The constitution of our academy and arrangements for governance are set out in our Academy Articles of Association and Funding Agreement.

- The name of the school.
- The category of the school.
- The name of the governing body.
- The manner in which the members/governing body is constituted.
- The term of office of each category of governor if less than 4 years.
- The name of any body entitled to appoint any category of governor.
- Details of any trust.
- If the school has a religious character, a description of the ethos.
- The date the instrument takes effect.

Academy Trust Annual Report & Financial Statement – The academy annually publishes its Annual Report & Financial Statement. This can be accessed via the school website; www.stmichaels.leics.sch.uk, or via Companies House.

Minutes of Meeting of the Governing Body and its Committees
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.

1. **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 of homework arrangements.
2. **Curriculum Policy**
Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
3. **Sex Education Policy**

Statement of policy with regard to sex and relationship education.

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

4. **Special Education Needs Policy**
Information about the school's policy on providing for pupils with special education needs.
5. **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.
6. **Equality Policy Statement** of policy for promoting equality as per Section 75 of the 1998 NI Act.
7. **Child Protection Policy**
Statement of policy for safeguarding and promoting welfare of pupils at the school.
8. **Pupil Discipline Statement** of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

1. 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.
2. Post-inspection action plan - A plan setting out the actions required following the last inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character.
3. 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.
4. School session times and term dates.
5. Health and Safety Policy and risk assessment.

6. 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.
7. Complaints procedure - Statement of procedures for dealing with complaints.
8. Performance Management of Staff - Statement of procedures adopted by the governing body relating to the performance management of staff.
9. 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.
10. Curriculum circulars and statutory instruments - Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum.

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
Mr Robert Evans
c/o St Michael & All Angels Primary School
Brookside, Rearsby, Leicester. LE7 4YB

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 1231113 or 01625 545745
Email: casework@ico.org.uk
Website: www.informationcommissioner.gov.uk

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