St Nicholas CE Primary School

Belonging, Believing, Becoming

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 either available for you on our website to download and print off or 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 fulfill 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 Annual Report and in other governing body documents.

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, or you can visit our website at www.stnicholasprimary.org

Email: admin@stnicholas.sefton.org.uk

Tel: 0151 924 1204

Fax: 0151 924 1204

Contact Address: Nicholas Road, Blundellsands, Liverpool, L236TS

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 and isn't on our website, 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 cafe.

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 Website

- this section sets out information published in the school prospectus.

Class	Description
School Website **	The statutory contents of the school website are as follows, (other items may be included in the prospectus at the school's discretion): **Contact Details** School name School postal address School telephone number The name of the member of staff who deals with queries from parents and other members of the public The name and contact details of the special educational needs (SEN) co-ordinator (SENCO) Admission arrangements How the school considers applications for each relevant age group What parents should do if they want to apply for their child to attend the school The 'over-subscription criteria' (how the school offers places if there are more applicants than places) How parents contact the local authority to find out about admission arrangements. **Ofsted reports** Schools must publish either: A copy of the school's most recent Ofsted report A link to the report on the Ofsted website **Exam and assessment results** Key stage 2 (end of primary school) results Schools must publish the following details from the school's most recent key stage 2 results: Average progress scores in reading, writing and maths Average 'scaled scores' in reading and maths Percentage of pupils who achieved the expected standard or above in reading, writing and maths Percentage of pupils who achieved a high level of attainment in reading, writing and maths **Performance tables** A link to the school and college performance tables and the school's performance tables page. **Curriculum** The content of the school curriculum in each academic year for every subject, including Religious Education even if it is taught as part of another subject or subjects, or is called something else The names of any phonics or reading schemes the school is using in key stage 1 How parents or other members of the public can find out more about the curriculum your school is following **Behaviour policy** Details of the school's behaviour policy. The policy must comply with Section 89 of the Education and Inspections Act 2006. **School complaints procedure** Details of the school's complaints procedure, which must comply with Section 29 of the Education Act 2002. Any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides.

Pupil premium
A strategy for the school's use of the pupil premium.

For the current academic year, this must include:

The school's pupil premium grant allocation amount
A summary of the main barriers to educational achievement faced by eligible pupils at the school
How the school will spend the pupil premium to overcome those barriers and the reasons for that approach
How the school will measure the effect of the pupil premium
The date of the next review of the school's pupil premium strategy

For the previous academic year, the school must include:

How the school spent the pupil premium allocation
The effect of the expenditure on eligible and other pupils
Pupil premium funding is allocated for each financial year, but the information published online should refer to the academic year, as this is how parents understand the school system.
As the school won't know allocations for the end of the academic year (April to July), it should report on the funding up to the end of the financial year and update it when all the figures are available.

PE and sport premium for primary schools

How much funding the school received
A full breakdown of how the school has spent the funding or will spend the funding
The effect of the premium on pupils' PE and sport participation and attainment
How the school will make sure these improvements are sustainable
How many pupils within their year 6 cohort can do each of the following:
Swim competently, confidently and proficiently over a distance of at least 25 metres
use a range of strokes effectively
Perform safe self-rescue in different water-based situations

Special educational needs (SEN) and disability information
A SEN information report on your school's policy for pupils with SEN updated annually.

The report must comply with:

Section 69 of the Children and Families Act 2014, including:
The arrangements for the admission of disabled pupils
The steps the school has taken to prevent disabled pupils from being treated less favourably than other pupils
The facilities provided to help disabled pupils to access the school
Information as to the plan prepared by the governing body or proprietor under paragraph 3 of schedule 10 to the Equality Act 2010 (accessibility plan) for:
Increasing the extent to which disabled pupils can participate in the school's curriculum
Improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities and services provided or offered by the school
Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled
Regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014 where appropriate
Section 6 of the Special educational needs and disability code of practice: 0 to 25 years

Equality objectives
Public bodies, including local-authority-maintained schools, are covered by the public sector equality duty in the Equality Act 2010 and the Equality Act 2010 (Specific Duties) Regulations 2011.

Details of how the school is complying with the public sector equality duty - updated every year
The school's equality objectives - updated at least once every 4 years

	Charging and remissions policies The school's charging and 'remissions' policies The activities or cases where the school will charge pupils' parents The circumstances where the school will make an exception on a payment you would normally expect to receive under the charging policy **Values and ethos** Your website should include a statement of your school's ethos and values.

Information relating to the governing body

- this section sets out information published on the school website and in other governing body documents.

Class	Description
Governors Information **	The statutory contents of the publication of information relating to governors is as follows, (other items may be included in the annual report at the school's discretion): details of the governing body membership, including name and address of chair and clerk details of the structure and responsibilities of the governing body and its committees information about each governor, including their: full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing body's instrument of government) business and financial interests governance roles in other educational institutions any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives) attendance record at governing body and committee meetings over the last academic year
Instrument of Government (sept 04)	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 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
Minutes (1) of meeting of the governing body and its committees (**)	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

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

Pupils & Curriculum Policies

- This section gives access to information about policies that relate to pupils and the school curriculum

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 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
Sex Education Policy	Statement of policy with regard to sex and relationship education
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
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 (awaiting)	Statement of policy for safeguarding and promoting welfare of pupils at the school, (from March 2004)
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.

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 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 Education and Skills to the head teacher or governing body relating to the curriculum
Annex A -Other documents	Annex A provides a list of other documents that are held by the school and are available on request

*[** Information available on our website]* Our website is at (www.st-wilfrids.cheshire.sch.uk)

[(£) Information available on request, a charge maybe included to provide access to this information]

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 head teacher

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 545 700
E Mail: https://ico.org.uk/global/contact-us/email/
Website: https://ico.org.uk/