

Publication Scheme for the Governing Body of Our Lady and St Edward's
Catholic Primary School, Birkenhead
Reviewed by Governors 2022

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 that 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 that is to be published in the future. All information in our publication scheme is available either in paper form or for you to view on or print from the school office at Our Lady & St. Edward's Catholic Primary School website www.ourlady-saintedwards.co.uk. Some information that 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. In this publication scheme, the word “parent” means any parent, step-parent, guardian or other adult recognised by the school as having responsibility for a child registered at the school.

2. AIMS AND OBJECTIVES

The school aims to:

- Value and celebrate their uniqueness
- Develop lively and enquiring minds
- Feel confident, secure and valued
- Respect other people, cultures, religions and races
- Explore and understand more about the world
- Learn essential skills for life
- Build strong friendships

3. CATEGORIES OF INFORMATION PUBLISHED

The publication scheme guides you to information that we currently publish (or have recently published) or that 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 and through the school website.

Governors' Documents – information published on the school website 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:

Our Lady & St. Edward's Catholic Primary School
Price Street
Birkenhead CH41 8DU
0151 652 3366
email: schooloffice@ourlady-saintedwards.wirral.sch.uk
Website: [www. Ourlady-saintedwards.co.uk](http://www.Ourlady-saintedwards.co.uk)

Please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (which should also be the subject line of any request submitted by email). 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

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.

We do not charge for information published on our website. If you don't have internet access you can reach the site using the facilities in a library or an internet café.

| Class | Description | Location |
|-------------------|--|--|
| School Prospectus | <p>The statutory contents of the School Prospectus are:</p> <ul style="list-style-type: none"> • Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the past year. • 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 | <p>Hard Copy at school</p> <p>Online prospectus and guidelines for Parents on our website.</p> |

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| | <p>accessibility plan covering future policies for increasing access by those with disabilities to the school.</p> <p>The Prospectus/Guidelines for parents also contains the following information essential to parents – prospective, new and established: Safeguarding children arrangements</p> <ul style="list-style-type: none"> • A general statement of the school’s aims and values • A statement of the arrangements for keeping parents informed about their children’s progress at school and about the school’s affairs in general. • A description of Our Lady & St. Edward’s practice regarding school meals. • Guidelines for clothing worn by pupils. • Admissions policy, complaints procedure, session times • A statement of policy on equality of provision and opportunity for all pupils • Information on how the school seeks to satisfy the statutory requirement for a daily “act of collective worship”. • A statement of general principles on behaviour and discipline, and measures taken to prevent bullying. | |
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Information relating to the Governing Body – this section sets out information published on the school web site and in other Governing Body documents.

| Class | Description | Location |
|--|---|---|
| School Website | <p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> • Government supplied Performance data • Summary of latest Ofsted report <p>Narratives from the school containing successes during the year; areas of improvement; efforts to meet the individual need of every child; pupil’s health, safety and support; post Ofsted Action Plan; links with parents and the community</p> | School website |
| Instrument of Government | This document records the name and category of our school and the name and constitution of the governing body | Hard copy at school Electronic copy can be emailed |
| Minutes of governing body and committee meetings | Agreed minutes of meetings of the governing body and its committees (some items might be confidential or otherwise exempt from publication by law; we cannot publish such information) | Hard copy at school Electronic copy can be emailed |

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

| Class | Description | Location |
|--|--|--|
| Home/school partnership | 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 | School website and hard copy through school office |
| Relationship and Health Education Policy | Statement of policy with regard to Relationship and Health Education | Hard copy through school office |
| Special Education Needs – Local Offer and Policy | Information about the school's Local Offer and policy on providing for pupils with special educational needs | School website and hard copy through school office |
| 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. | School website and hard copy through school office |
| Equality Statement | Statement for promoting equality | School website and hard copy through school office |
| Collective Worship | Statement of arrangements for the required daily act of collective worship | Hard copy through school office |
| Child Protection and Safeguarding Policy | Statement of policy for safeguarding and promoting welfare of pupils at the school. | School website and hard copy through school office |
| Behaviour Policy | Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. | School website and hard copy through school office |

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 | Location |
|---|---|---|
| Published reports of Ofsted referring expressly to the school | Published report of the last inspection of the school including the Statutory Inspection of Catholic Schools | School website link and hard copy through school office |
| Ofsted inspection Self Evaluation Form | A statement of the governing body's evaluation of the school's performance | Hard copy through school office |
| Charging and Remissions Policies – Finance Policy | 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, trips | Hard copy through school office |
| School session times and term dates | Details of school session and dates of school terms and holidays | School website, and hard copy through school office |
| Health and Safety Policy and risk assessment | Statement of general policy with respect to health and safety at the school of staff, pupils, visitors and others, and the organisation and arrangements for carrying out the policy | School website and hard copy through school office |
| Complaints procedure | Statement of procedures for dealing with complaints | School website and hard copy through school office |
| Pay and Appraisal of Staff | Statement of procedures adopted by the governing body relating to the performance and appraisal of staff and the annual report of the head teacher on the effectiveness of appraisal procedures within Personnel Committee minutes which do not fall under Confidential items | Hard copy through school office |
| 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 | School website and hard copy through school office |
| Staffing Structure Implementation Plan | The school's plan for the implementation of any changes to its staffing structure following statutory review. | Hard copy through school office |

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| Curriculum circulars and statutory instruments | Any statutory instruments, departmental circulars and administrative memoranda sent by the DfE to the head teacher or governing body relating to the curriculum | Hard copies to view through the school office. Copies available through the DfE |
| Admissions Policy | Statement of the school's policy on admissions | School website and hard copy through school office |

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:

The Head Teacher

Our Lady & St. Edward's Catholic Primary School

Price Street

Birkenhead CH41 8DU

0151 652 3366

Email schooloffice@ourlady-saintedwards.wirral.sch.uk

Website www.ourlady-saintedwards.co.uk

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

Email: publications@ic-foi.demon.co.uk

Website : www.informationcommissioner.gov.uk