

St Anne's Publication Scheme on Information available under the Freedom of Information Act 2000

1 Introduction: what a publication scheme is and why it has been developed

1.1 One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

1.2 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
- 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 currently 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 & Objectives

2.1 St Anne's aims to:

- Enable every child to fulfil 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

3.1 The publication scheme guides you to information which we currently publish, 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.

3.2 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 the school 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: admin@stannes.cheshire.sch.uk

Telephone: 01270 625 100

Fax: 01270 620 651

Address: St Anne's Catholic Primary School, Wellington Road, Nantwich Cheshire CW5 7DA

To help us process your request quickly, please mark any correspondence:
PUBLICATION SCHEME REQUEST

If the information you're looking for isn't available via the scheme please contact us to see if we have it.

5 Paying for Information

5.1 Information published on our web-site is free, although you may incur costs from your Internet service provider.

5.2 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 Prospectus

Class	Description
School Prospectus	<ul style="list-style-type: none">• The statutory contents of the school prospectus are as follows. Other items may be included at the school's discretion:• The name, address and telephone number of the school and the type of school

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	<ul style="list-style-type: none"> • The names of the Head teacher and the 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' rights to withdraw their child from religious education and collective worship and the alternative provision for those pupils • Information on the school's policy on providing for pupils with special educational needs • Number of children on roll • Rates of authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages with national summary figures • The arrangements for visits to the school by prospective parents
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Governors' Annual Report & other information relating to the Governing Body

Class	Description
Governors' Annual Report	<ul style="list-style-type: none"> • The statutory content of the governors' annual report to parents are as follows, any other items may be included in the report at the school's discretion: • Details of the governing body membership, including name and address of chair and clerk • A statement on progress in implementing the action plan drawn up following an inspection • Financial statement including gifts made to the school and amounts paid to governors for expenses • A description of the school's arrangements for security of staff, pupils and premises • information about the implementation of the governing body's policy on pupils with special educational needs and any changes to the policy during the 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 accessibility plan covering future policies for increasing access by those with disabilities to the school • a statement of policy on whole staff

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	<p>development identifying how teachers' professional development impacts on teaching and learning</p> <ul style="list-style-type: none"> • numbers of pupils on roll and rates of pupils authorised and unauthorised absence • national curriculum assessment results for appropriate Key Stages with national summary figures • a statement to which proposals in the post inspection action plan have been carried into effect
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 • 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
Governing Body & Committee Minutes	<ul style="list-style-type: none"> • Agreed minutes of meetings of the governing body and its committees (current and last academic school year) • <i>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this</i>

7 Pupils & Curriculum Policies

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 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 (To be updated Summer 2004)
SEN Policy	Information on 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 (To be published

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	Summer 2004)
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 school (To be published Spring 2004)
Discipline Policy	Statement of general principles on behaviour and discipline and of measures taken by the Head teacher and Staff to prevent bullying (Updated Spring 2004)

School Policies & other information related to St Anne's Catholic Primary School Nantwich

Class	Description
Published reports of Ofsted referring 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
Post- Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following the inspection of religious education
Charging & Remissions 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, music tuition, visits and trips
School session times and term time dates	Details of school session and dates of school terms and holidays
Health & Safety Policy with risk assessment	Statement of general policy with respect to health and safety at work of employees (children and visitors) and the organization 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 & Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars & statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the DFES to the Head teacher or governing body relating to the curriculum
Appendix A Other documents	Appendix A provides a list of other documents that are held by the school and are available on request
Appendix B	Appendix B provides a list of the published documents with supporting reference to the legal requirements

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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 Headteacher at St Anne's Catholic Primary School, Wellington Road, Nantwich Cheshire CW5 7DA

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 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 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

**Email: publications@ic-foi.demon.co.uk.
Or website www.informationcommissioner.gov.uk**

Appendix A:

Table of Classes with supporting reference to the legal requirement

School Prospectus	Education (school Information) (England) Regulations 2002 [SI 2000/2897]
Governors Annual Report	Education (Governors Annual Report) (England) Regulations 1999 [SI 1999/2157, amended by SI 2002/1171]
Instrument of Government	School Governance (Constitution) (England) Regulations 2003 [SI 2003/348 amended by SI 2003/1916]
Minutes of the Governing body & sub committees	School Governance (Procedures) (England) Regulations 2003/1377, amended by SI 2003/1916]
Home-School Agreement	Section 110 of the Schools Standards & Framework Act 1998
Curriculum Policy	Education (School Government) (Terms of Reference) (England) Regulations 2000 [SI 2000/2122] Section 69 of the School Standards Framework Act 1998
Sex Education Policy	Section 404 of the Education Act 1996
SEN policy	Education (Special Educational Needs) (Information) (England) Regulations 1999 [SI 1999/2506] SEN code of practice 2001 [Ref DfES/581/2001]
Accessibility Plan	Section 28D of the Disability Discrimination Act 1995
Race Equality Policy	Race Relations Act 1976 (Statutory Duties) Order 2001 [SI 2001/3548]
Collective Worship Policy	Section 70 and schedule 20 School Standards & Framework Act 1998
Careers Education	Section 43 of the Education Act 1997
Child Protection Policy	Section 175 of the Education Act 2002 (from March 2004)
Discipline Policy	Section 61 School Standards & Framework Act 1998
OFSTED reports & action plan	Section 16 & 17 of the School Inspections act 1996 Education School Curriculum and Related Information Regulations 19989 [SI 1989/954]
Charging & Remissions Policy	Section 196 457 of the Education Act 1996
School session times & term dates	Education (School Sessions & Charges & Remission Policies) (Information) (England) Regulations 1999 [SI 1999/2255] Education (School Curriculum & Related Information) Regulations 1989/ 954]
Health & Safety Policy & Risk Assessment	Section 2 & 3 of the Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999 [SI 1999/3242]

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Complaints procedure	Section 29 of the Education Act 2002
Performance Management of Staff	Education (School Government) (Terms of Reference) (England) Regulations 2000 [SI 2000/2122] Education (School Teacher Appraisal) (England) Regulations 2001 [SI 2001/2855]
Staff Conduct, Discipline & Grievance	School Staffing (England) Regulations 2003 [SI 2003/1963]
Curriculum Circulars & statutory instruments	Education (School Curriculum & Related Information) Regulations 1989 [SI 1989/954]