

## FREEDOM OF INFORMATION ACT 2000: PUBLICATION SCHEME FOR PRIMARY SCHOOLS

**This is St. Mary's Catholic Primary School's 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 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 was founded by and is part of the Catholic Church. It exists to promote and to be a witness to the Catholic Faith. It assists Catholic parents to bring up their children in the ways of that Faith and does so by promoting gospel values and:

- the search for excellence,
- the uniqueness of the individual,
- the education of the whole person,
- the education of all, and
- moral principles.

and this publication scheme is a means of showing how we are pursuing these aims.

## **Ethos Statement**

We recognise that there is a challenge in creating an enriching environment for all those involved at every level of school life. We take our lead and inspiration from Christ with regard to the Gospel values: the belief that all human beings are uniquely created and loved by God and worthy of respect. This challenge manifests itself in the way that we treat and value:

- Our relationships with each other and the wider community;
- Our respect for one another;

- Our welcome to and interest in all those who visit our school;
- Discipline inspired by forgiveness, healing and reconciliation;
- Our school environment.

Through rising to this challenge we aim to create an awareness of a sense of belonging to and being part of the life of St Mary's.

### **The Aims of our School**

We will endeavour to create a Catholic Ethos in our school, which reflects the Gospel values, through the love, care and respect we show to each other, and to all who come to our school. We will teach the beliefs, traditions and practices of the Catholic Faith.

Through the prayer and worship in school we will try to be a living community of people celebrating their love for God and one another.

We believe the quality of the curriculum, with Religious Education at its core, is of prime importance and will focus on the development of the whole child. We will at all times try to make provision for children with special needs, so that all members of our school community achieve their potential.

We will help the children to develop an awareness of and respect for other religious and cultural backgrounds, as we believe this to be an essential preparation for adult life.

We believe that good communication between governors, staff, parents and children is important for the well-being of our school, and we will work in partnership with the wider community especially the home and parish in developing each child's potential.

### **Aims for Each Child at St. Mary's Catholic Primary School**

- ◆ Whilst at St. Mary's School I will learn about being a Christian. I will experience the beliefs, traditions and practices of the Catholic Faith.
- ◆ I will achieve as much as I possibly can in each area of the National Curriculum.
- ◆ I will know how to learn and enjoy learning, and will view work in a positive and conscientious manner.
- ◆ I will co-operate and communicate with others effectively, independently and in a group, and try to win and lose graciously.
- ◆ I will tolerate and respect the religious beliefs, views and values of others, understand the need for good behaviour and moderate my behaviour accordingly. I will respect the belongings and property of others.
- ◆ If I have a problem I know I can find someone who will discuss it with me.
- ◆ I will try to learn from my mistakes and accept there is always room for improvement.
- ◆ I will share a sense of responsibility for my school, parish, local community and the wider environment.

### **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.

#### **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.stmarysenfield.co.uk](http://www.stmarysenfield.co.uk).

Email: **office@stmarys.enfield.sch.uk**

Tel: **0208 8042396**

Fax: **0208 2922571**

Contact Address: **St. Mary's Catholic Primary School, Durants Road, Ponders End, Enfield EN3 7DE**

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 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 café.

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**

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b>                      (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	hard copy or website	
Who’s who in the school	hard copy or website	
Who’s who on the governing body / board of governors and the basis of their appointment	hard copy or website	
Instrument of Government / Articles of Association <ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The school’s ethos statement</li> <li>• The fact that the school is a voluntary aided school and the diocese or religious order which are its trustees</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of the person or body entitled to appoint any category of governor</li> </ul>	hard copy or website	

The date the instrument takes effect		
Contact details for the Head teacher and for the governing body, via the school.	hard copy or website	
<p>School prospectus</p> <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"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and chair of governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• the fact that the school is a Catholic school and that the religious education is in accordance with the teachings and norms of the Catholic Church, parents' right to withdraw their child from religious education and collective worship and any alternative provision which exists for such pupils</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils’ authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> </ul> <p>the arrangements for visits to the school by prospective parents</p>	hard copy or website	
Staffing structure	hard copy or website	
School session times and term dates	hard copy or website	
Address of school and contact details, including email address.	hard copy or website	

<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	hard copy or website	
Annual budget plan and financial statements	hard copy	
Capital funding	<a href="http://www.rcdow.org.uk/schools">www.rcdow.org.uk/schools</a>	
Financial audit reports	hard copy	
Details of expenditure items over £2000.	Hard copy	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	<a href="http://www.enfield.gov.uk">www.enfield.gov.uk</a>	
Pay policy	hard copy or website	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	hard copy or website	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	hard copy or website	



Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	hard copy or website	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hard copy or website)	
<ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	hard copy or website	
Performance management policy and procedures adopted by the governing body.	hard copy or website	
Performance data or a direct link to it	link from school website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	hard copy or website	
Safeguarding and child protection	hard copy or website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	

Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	hard copy or website	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	available by inspection	
<b>Class 5 – Our policies and procedures</b>	(hard copy or website)	
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	hard copy or website	
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	hard copy or website	
Sex Education Policy Statement of policy with regard to sex and relationship education	hard copy or website	
Inclusion Policy Information about the school's policy on providing for pupils with special educational needs	hard copy or website	
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.	hard copy or website	

Equality Policy Statement of policy for promoting equality	hard copy or website	
Pupil Discipline Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	hard copy or website	
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	hard copy or website	
Complaints procedure The school has adopted the Archdiocese of Westminster's procedures for dealing with complaints: available direct from Archdiocese of Westminster, Department of Schools, Vaughan House, Francis Street, London SW1P 1QN, Tel: 020 7798 9005, website: <a href="http://www.rcdow.org.uk/schools">www.rcdow.org.uk/schools</a>	<a href="http://www.rcdow.org.uk/schools">www.rcdow.org.uk/schools</a>	
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	hard copy	
Staff Conduct, Discipline and Grievance The school has adopted the current procedures of the Catholic Education Service for regulating conduct and discipline of school staff and by which staff may seek redress for grievance £ Priced publication available direct from the CES at 39 Eccleston Square, London SW1V 1BX, Tel: 020 7901 4880, E-mail: <a href="mailto:general@cesew.org.uk">general@cesew.org.uk</a> , website: <a href="http://www.cesew.org.uk">www.cesew.org.uk</a>	<a href="http://www.cesew.org.uk">www.cesew.org.uk</a>	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	

Curriculum circulars and statutory instruments	hard copy or website	
Disclosure logs	available by inspection	
Asset register	available by inspection	
Any information the school is currently legally required to hold in publicly available registers	available by inspection	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	hard copy or website	
Out of school clubs	hard copy or website	
Services for which the school is entitled to recover a fee, together with those fees  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	hard copy or website	
School publications, leaflets, books and newsletters	hard copy or website	

**[Our website is at [www.stmarysenfield.co.uk](http://www.stmarysenfield.co.uk)]**

## **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 Headteacher c/o the school.

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: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

This policy was  
reviewed in May 2023.