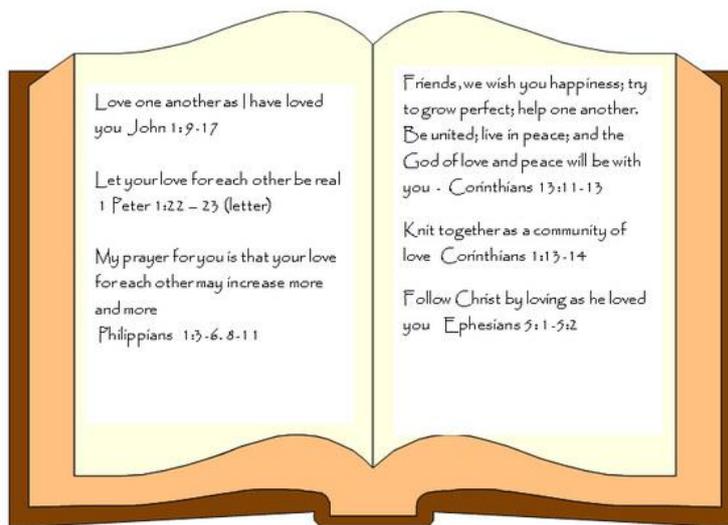




Publication Scheme

Grow in Love



St Joseph's Catholic Primary
School

Mission Statement

This is St Joseph's Catholic Primary School Publication Scheme

Our full title and address for sending requests for any documents is:

St Joseph's Catholic Primary School, Brackley Avenue, Bae Colwyn, LL29 7UU.

*The person responsible for maintenance of this scheme is: **Mr J Wilkinson***

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. 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 5 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*** - information about policies that relate to the school in general.

3. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: pennaeth@santjoseph.conwy.sch.uk

Tel: **01492 532394**

Fax:

Contact Address: **St Joseph's Catholic Primary School, Brackley Avenue, Colwyn Bay, LL29 7UU**

To help us process your request quickly, please clearly mark any correspondence

"PUBLICATIONS SCHEME REQUEST" (in **bold CAPITALS**).

4. Paying for information

Single copies of information covered by this publication scheme are provided free unless stated otherwise. 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 for a particular item this is indicated in the boxes in Section 5 by a £ sign following the description of the item.

5. Classes of Information Currently Published

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

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items maybe included at the schools discretion):</p> <ol style="list-style-type: none"> 1. The name, address and telephone number of the school and the names of the head teacher and of the chair of the governing body. 2. The classification of the school as— <ol style="list-style-type: none"> (a) a community, foundation, voluntary controlled, voluntary aided, community special or foundation special school; (b) a primary, middle or secondary school; (c) a comprehensive, grammar or partially selective school; (d) a co-educational or single-sex school; (e) a day or boarding school or a school taking both day and boarding pupils; except that for the purposes of sub-paragraph (b) or (c) other terminology may be used. 3. The language category in the most recent PLASC return to the Welsh Ministers which most closely describes the school 4. In relation to schools other than special schools, particulars of the admissions policy adopted for the school in relation to each age at which pupils are admitted to the school (including ages above and below compulsory school age). 5. Where there are specific arrangements for parents who are considering sending their child to the school to visit it, details of those arrangements. 6. A statement on the curriculum and organisation of education and teaching methods at the school, including details of any special arrangements in the curriculum or otherwise for particular categories of pupils, including those with statements of special educational needs made pursuant to section 324 of the 1996 Act. 7. A summary of the policy adopted for the school by the governing body in relation to children with special educational needs as it appears from the information published by the governing body under regulations 3 to 4 of the Education (Special Educational Needs) (Information) (Wales) Regulations 1999. 8. A brief statement on the ethos and values of the school 9. A brief statement on looked after children responsibilities. 10. Information as to the manner in which complaints are to be made under arrangements made pursuant to section 409 of the 1996 Act. made for work focussed experiences for pupils. 12. A summary of any sporting aims of the school and of the provisions made for pupils at the school to participate in sport including a summary of the provision made for extra curricular sports activities. 13. The affiliations, if any, of the school with a particular religion or religious denomination. 14. Without prejudice to paragraph 15 a brief summary of the religious education provided at the school. 15. Information as to any determination made by a standing advisory council in respect of the school under section 394 of the 1996 Act. 16. A summary of the charging and remissions policies determined by the governing body of the school under section 457 of the 1996 Act. 17. For the admission school year— <ol style="list-style-type: none"> (a) the times at which each school session begins and ends on a school day; and (b) the dates of school holidays (including half term holidays) during the admission school year. 18. A summary of any special arrangements for the admission of disabled pupils to the school and for enabling such pupils to have access to any part of the school premises, together with particulars of any steps which have been taken to prevent disabled pupils from being treated less favourably than pupils who are not disabled. 19. A summary of any policies adopted by the governing body of the school with respect to equal opportunities. 20. A summary of the arrangements made for the security of the pupils and staff at the school and the school premises. 21. A summary of the provisions contained in the home-school agreement adopted by the governing body

of the school under section 110(1)(a) of the 1998 Act.

22. Changes in respect of any matter mentioned in the preceding paragraphs which it has been determined will be made after the start of the school year to which the particulars relate.

23.—(1) A brief statement as to the use of the Welsh language in the school by pupils of all age groups or of different age groups including, in particular—

(a) the use of Welsh in each key stage as the language in which instruction is given in all or any subjects forming part of the curriculum and, where instruction in any such subject is given in Welsh of the extent, if any, to which alternative instruction in English is available in that subject;

(b) of the extent, if any to which Welsh is the usual language of communication at the school;

(c) any restriction that applies to a parent's ability to choose the language in which instruction is given; and

(d) a brief description of the arrangements at the school to facilitate continuity in the extent of the instruction in Welsh for pupils—

(i) whilst registered at the school; and

(ii) transferring from the school, where that school is a primary school, to a secondary school.

(2) Details of any exemption from the National Curriculum in Welsh under section 112, 113 or 114 of the 2002 Act but not so as to identify any individual pupils affected.

24. The most recent school comparative information in relation to the school's performance in end of foundation phase assessments and end of key stage assessments published by the Welsh Ministers on DEWi.

25.—(1) The number of unauthorised absences and authorised absences in the reporting school year expressed as a percentage of the total number of possible attendances in that year.

(2) For the purposes of this paragraph "the total number of possible attendances" means the number produced by multiplying the number of registered pupils in the school at the beginning of the reporting year by the number of school sessions in that year.

Governors' Annual Report and other information relating to the governing body - this section sets out information published in the Governors Annual Report and in other Governing Body documents.

Class	Description
<p>Governors' Annual Report</p>	<p>The statutory contents of the Governors Annual Report are as follows, (other items maybe included at the schools discretion):</p> <ol style="list-style-type: none"> 1. Where there is an obligation on the governing body (by virtue of section 33 of the 2002 Act) to hold an annual parents' meeting— <ol style="list-style-type: none"> (a) details of the date, time and place for the next annual parents' meeting and its agenda; (b) an indication that the purpose of that meeting will be to discuss both the governors' report and the discharge by the governing body, the head teacher and the local authority of their functions in relation to the school; and (c) a report on the consideration which has been given to any resolutions passed at the previous annual parents' meeting (where there was an obligation on the governing body to hold such a meeting). 2. The following particulars of members of the governing body and its clerk— <ol style="list-style-type: none"> (a) the name of each governor stating, in each case, the category (according to the definitions contained in Part 2 of the Government of Maintained Schools (Wales) Regulations 2005 to which the governor belongs and, where the governor is an ex officio governor, that they are such a governor; (b) in the case of an appointed governor, the person by whom that person was appointed; (c) in relation to each governor who is not an ex officio governor, the date on which that person's term of office comes to an end; and (d) the name, and address of the chairman of the governing body and its clerk. 3. Any information as is available to the governing body about the arrangements for the next election of parent governors. 4. A financial statement— <ol style="list-style-type: none"> (a) reproducing or summarising any financial statement of which a copy has been provided to the governing body by the local authority under section 52 of the 1998 Act since the previous governors' report; (b) indicating, in general terms, how any sum made available to the governing body by the authority (including the school's budget share) in the period covered by the report was used; (c) giving details of the application of any gifts made to the school in that period; and (d) stating the total amount of any travelling and subsistence allowances paid to members of the governing body in that period. 5. The most recent school comparative information in relation to the school's performance in end of foundation phase and key stage assessments published by the Welsh Ministers on DEWi. 7.—(1) The number of unauthorised absences and authorised absences in the reporting school year expressed as a percentage of the total number of possible attendances in that year. (2) For the purposes of this paragraph "the total number of possible attendances" means the number produced by multiplying the number of registered pupils in the school at the beginning of the reporting year by the number of school sessions in that year. 8. The information relating to— <ol style="list-style-type: none"> (a) pupils leaving the school, or employment or training taken up by pupils on leaving the school; and (b) authorised and unauthorised absence of pupils, which is required to be published in the school prospectus in accordance with regulations made under section 537(1) of the 1996 Act. 9. The steps taken by the governing body to develop or strengthen the school's links with the community (including links with the police). 10. Such information about any targets— <ol style="list-style-type: none"> (a) for improvements set by the governing body in respect of the performance of pupils at the school as is required to be published by virtue of regulations made under section 19 of the Education Act 1997; and (b) for reducing the level of unauthorised absences on the part of relevant day pupils at the school

	<p>as have been set by the governing body by virtue of regulations made under section 63 of the 1998 Act.</p> <p>11. In relation to the period since the previous governors' report a summary of the provision made for pupils to participate in sport at the school including the provision made for extra curricular sports activities during that period.</p> <p>12. A summary of any review carried out by the governing body in respect of any policies or strategies adopted by them in the exercise of their functions in relation to the school and of any action taken by them following such a review.</p> <p>13. The dates of the beginning and end of each school term, and of half-term holidays, for the next school year.</p> <p>14.—(1) A summary of any changes to information contained (pursuant to regulations made under sections 408 or 537 of the 1996 Act or under section 92 of the 1998 Act in the school prospectus since the previous governors' report was prepared. (2) Where regulations are made under sections 408 or 537 of the 1996 Act or under section 92 of the 1998 Act which requires schools to publish different information in different prospectuses, subparagraph (1) will be taken to refer to all such prospectuses.</p> <p>15. A statement on the curriculum and organisation of education and teaching methods at the school, including details of any special arrangements in the curriculum or otherwise for particular categories of pupils, including those with a statement of special educational needs made pursuant to section 324 of the 1996 Act.</p> <p>16. The language category which most closely describes the school.</p> <p>17. Particulars as to the use of the Welsh language in the school by pupils of all age groups or of different age groups including, in particular— (a) the use of Welsh as the language in the foundation phase and each of the key stages in which instruction in any such subject is given and of the extent, if any, to which alternative instruction in English is available in that subject; (b) of the extent, if any, to which Welsh is the usual language of communication at the school; (c) any restriction that applies to a parent's ability to choose the language in which instruction is given; and (d) a brief description of the arrangements at the school to facilitate continuity in the extent of instruction in Welsh for pupils— (i) whilst registered at the school; and (ii) transferring from the school, where that school is a primary school, to a secondary school.</p> <p>18. A brief statement on the provision of toilet facilities at the school for pupils registered at the school and the arrangements in place for cleaning such toilet facilities.</p>
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 name of any person entitled to appoint any category of governor. • Details of any trust. • If the school has a religious character, a description of the ethos of the school. • The date the instrument takes effect.
Minutes¹ of meeting of the Governing Body and its committees	<p>Minutes from governors board and committee meetings</p>

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

Class	Description
Home - school agreement	Written 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 national curriculum subjects, including any syllabus followed by pupils at the school.
Sex Education Policy	Written statement of policy with regard to sex education.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Pupil Discipline	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.

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

Class	Description
Reports of Estyn School inspections under Section 28 of the Education Act 2005	Report of an inspection of the school and the summary of the report.
Post Inspection action plan	A plan setting out the actions required following an Estyn inspection.
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 of which charges are permitted, for example music tuition, trips.
School session times	Details of school session and dates of school terms and holidays.
Additional Learning Needs	Information about the school's policy on providing for pupils with additional learning needs.
Accessibility Plans	Written plan of improvements to access for pupils with disabilities (<i>from April 2004</i>).
Health and Safety Policy	Written 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.
Child Protection Policy	Statement of general principles on Child Protection arrangements (<i>from March 2004</i>).

Complaints procedure	Statement of procedures for dealing with complaints.
Performance Management	Statement of procedures adopted by the governing body relating to staff performance management.
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.

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 need to make a complaint then initially this should be addressed to:

The Headteacher, St Joseph's Catholic Primary School, Brackley Avenue, Colwyn Bay, LL29 7UU.

or

Director of Lifelong Learning, Conwy County Borough Council, Government Buildings, Dinerth Road, Colwyn Bay, LL28 4UL

Corporate Information Manager, Conwy County Borough Council, Victoria Centre, Mostyn Street, Llandudno, LL30 2RP

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 545 745

E-mail: publications@ic-foi.demon.co.uk

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