



**St. George's Catholic Primary School**  
**Publication Scheme for the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

The Governors of St. George's Catholic Primary School in compliance with the Freedom of Information Act (2000) have a policy to be clear and proactive in the information it makes public.

**1. Aims and Objectives**

- The mission of St. George's is to provide the highest possible standards for the children in our care. Importance is paid to all facets of the child's education, developing them intellectually, emotionally, socially, physically and spiritually. We offer to our children a caring and secure environment where they are each helped to reach their potential in an efficient working atmosphere.
- Respect for truth; respect for reason; respect for self and for others; respect towards self and society; for hard work, commitment and perseverance; for tolerance and compassion; integrity and honesty; - these are all values and attitudes to be fostered within the children and promoted by all staff and adults working in the school. Above all, we must, and will, aim to promote and develop a deep love and respect for God and His Church.

**2.**

This publication scheme is a means of showing how we pursue these aims within a context of openness.

**3. Categories of information published**

The classes of information that we undertake to make available are organised into four broad topic areas:

*School Prospectus*

*Governors' Documents*

*Pupils & Curriculum*

*School Policies and other information related to the school*

**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@st-georgesrc.wilts.sch.uk**

Tel: **01985 218284**

Fax: **01985 212797**

Contact Address: St. George's Catholic Primary School, Woodcock Road, Warminster, Wilts BA12 9EZ

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 listed in this document you can still contact the school to ask if we have it and if it is available.

## 5. Paying for information

If your request means that we have to do a lot of photocopying or printing(current charge is 5p per single sheet) 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

## 6. Classes of Information Currently Published

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

<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<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>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those 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> <li>• the arrangements for visits to the school by prospective parents</li> </ul>

This section sets out information published in governing body documents.

<b>School Profile</b>	<ul style="list-style-type: none"> <li>• name of Headteacher and Chair of governors</li> <li>• what have our successes been this year?</li> <li>• how much progress do pupils make between 7 and 11?</li> <li>• how well do our pupils achieve at age 11?</li> <li>• how are we making sure we are meeting the needs of individual pupils?</li> <li>• how do we make sure pupils are healthy, safe and well supported?</li> </ul>
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<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• the name of the school</li> <li>• the category of the school</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> </ul>
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	<ul style="list-style-type: none"> <li>• the name of any body entitled to appoint any category of governor</li> <li>• details of any trust</li> <li>• if the school has a religious character, a description of the ethos</li> <li>• the date the instrument takes effect</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees.

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

<b>Class</b>	<b>Description</b>
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	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	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.

<b>Class</b>	<b>Description</b>
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

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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

## 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 **Linda Sides, Clerk to the Governing Body, C/o St. George's Catholic Primary School. Tel: 01985 218284.**

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 regarding compliance with the Freedom of Information Act 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)**