

This is St Mary's Publication Scheme

on information available under the Freedom of Information Act 2000.

1 INTRODUCTION:

Due to the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) all schools are required to be clear and proactive about the information they will make public.

This is the publication scheme for St Mary's School covering the following areas:

- The classes of information which we will publish or intend to publish
- The manner in which information will be published
- Whether the information is available free of charge or on payment.

All information in our publication scheme is available in paper form and it is planned to have this published on the school website.

Some information we hold may not be made public, for example personal information.

2 Aims and Objectives for St Mary's School.

The school aims to:

- Create a happy atmosphere and a stimulating environment that will actively encourage each child's development and progress.
- Provide a purposeful climate where each child feels valued and is able to appreciate the needs and views of others.
- Provide a broad and balanced curriculum where each child will achieve academically, working to the best of their ability.
- Encourage each child to discover new interests and to persevere when learning is difficult.

This publication is a means of showing how we are pursuing these aims.

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.

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 School Profile 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.

Email: headteacher @st-marys-dover.kent.sch.uk

Tel: 01304 206887

Fax: 01304 205152

Contact address: St Mary's School, Laureston Place, Dover CT16 1QX

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"**.

If the information you're looking for isn't available via the scheme, you may 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 postal charge, 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	<p>The following contents are required by statute:</p> <ul style="list-style-type: none"> • The name, address, & telephone number of the school and the type of school • The names of the Headteacher and chair of governors • Information on the school policy on admissions • A statement of the school's ethos and values • Details of our affiliation with the Church of England, the religious education provided, parents' right to withdraw their child from religious education and collective worship, plus alternative provision for those pupils • Information about how children with special needs are supported and provided for • Number of pupils on roll and rates of pupils authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages with national figures • The arrangements for visits to school by prospective parents <p>The school provides a broad range of additional information. This Includes areas such as :</p> <ul style="list-style-type: none"> • Parents and the school • School uniform • Class organization • Road safety • Multi Cultural Education • Breakfast Club <p>There are various other areas of information.</p>

Pupils and Curriculum Policies

Class	Description
Home – school Agreement	Statement of the school's & parents' responsibilities + schools' expectations of pupils
Curriculum Policy	Statement on following the policy for the secular curriculum subjects, religious education + schemes of work currently used by the school
Sex + Relationships Education Policy	Statement of policy (to be agreed)
Special Education Needs Policy	How St Mary's provides for children requiring extra support (to be reviewed)
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving accessibility of the physical environment + improving delivery of information to disabled pupils. (To be agreed)
Race Equality Plans	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required act of daily worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (to be agreed)
Behaviour policy	Statement of general; principles on behaviour and discipline with sanctions used by the school, including an anti-bullying policy

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name and 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 if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a Christian character, a description of the ethos • The date the instrument takes effect
Minutes * of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees (current and last full academic year)
School Profile (replacing Governors' Annual Report)	<p>The statutory content of this file shall include:</p> <ul style="list-style-type: none"> • statistics to be provided & updated by the DfES on an annual basis • a summary of the latest Ofsted report, to be provided by the DfES and updated at least every 3 years • narrative sections to be written by the school, updated at least annually
Agreed: Gobs – June 2007	3
	Staff -

* Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

School Policies and other information related to the school.

This provides access to information about policies that relate to the school in general.

Class	Description
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 the inspection report of religious education in St Mary's school.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and an action plan following inspection of religious education at St Mary's.
Charging Policy	A statement of the school's policy with respect to charges for any optional extra or board and lodging, for which charges are permitted e.g. school publications, trips.
School Session times and term dates	Details of school session and dates of school terms and holidays.
Health & Safety Policy and risk assessment	Statement of general policy with respect to health & safety at work of employees (and others) 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 and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education & Skills to the Head or governing body relating to the curriculum.
Annex A – Other documents	Annex A provides a list of other documents that are held by the school, and are available on request.

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 Mrs. Waller at St Mary's 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 a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organization 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

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

Website: www.informationcommissioner.gov.uk

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Reviewed by governors: May 2007

Signed:

Annex A – Further Documents held by the school

Name of Document	Description
ICT and Internet	Policy
Numeracy	Policy
Art	Policy
Racial Equality	Policy
Admissions	Policy
First Aid	Policy
Library	Policy
Handwriting	Policy
Health & Safety	Policy
Anti-Bullying	Policy
Teaching & Learning	Policy
Spelling	Policy
RE	Policy
Monitoring	Statement
Special Needs	Policy
Geography	Policy
Literacy	Policy
Science	Policy
Finance	Policy
School Mission Statement	Statement
Charging	Statement
Design & Technology	Policy
History	Policy
Non-Statutory Complaints	Policy
Equal Opportunities	Policy
Pay	Policy
Governors Curriculum Statement	Statement
Performance Management	Policy
Behaviour & Bullying	Policy
PSHEC	Policy
Early Years	Policy
P.E.	Policy
Music	Policy
Teacher Training	Policy