

## **This is Holy Family Catholic Primary School Publication Scheme on information available under the Freedom of Information Act 2000**

*The governing body of Holy Family School 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.

This scheme covers information already published and information which is to be published in the future. All information in our publication scheme is **either available for you on our website to download and print off or** 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**

Holy Family School 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**

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 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. **[or you can visit our website at [www.holy-family.blackpool.sch.uk](http://www.holy-family.blackpool.sch.uk)]** Items marked \*\* are available on the website.

Email: [admin@holy-family.blackpool.sch.uk](mailto:admin@holy-family.blackpool.sch.uk)

Tel: 01253 354496

Contact Address: **Holy Family Catholic Primary School,  
Seacrest Avenue Blackpool FY1 2SD**

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 **and isn’t on our website**, 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

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

| Class             | Description   |
|-------------------|---|
| School Prospectus | <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><li>• Statement of the school's responsibilities, the parental responsibilities and the school's expectations of its pupils, eg homework arrangements</li></ul> |

**Information relating to the governing body**– this section sets out information published in governing body documents.

| <b>Class</b>  | <b>Description</b>  |
|---|---|
| <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> <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> <p>**</p> |
| <b>Minutes of meeting of the governing body and its committees meetings</b> | <ul style="list-style-type: none"> <li>• Agreed minutes of meetings of the governing body and its committees (current available from school £)</li> <li>• (last full academic school year posted on the website **)</li> </ul>  |

**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>   |
|--|--|
| Curriculum Policy                              | Holy Family follows the Cornerstones scheme of work for all subjects apart from Religious Education, Music, PE and Science. In RE we follow the RE Curriculum Directory. Music, PE and Science are taught as discrete subjects. Specific curriculum policies are constantly being updated and are, therefore, only available on request. |
| Sex Education Policy                           | School uses the diocesan approved HRSE programme of Study. **  |
| Special Education Needs & Disabilities 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 daily act of collective worship **   |
| Child Protection Policy                        | Statement of policy for safeguarding and promoting welfare of pupils at the school. **   |
| Good Behaviour Policy and Anti-Bullying 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 | The published report of the last inspection of the school and the summary of the report can be found at <a href="http://www.ofsted.org.uk">www.ofsted.org.uk</a> . The Section 23 inspection report of religious education is available from school.<br>£ |
| Post-Ofsted inspection action plan                            | When appropriate a plan setting out the actions required following the last Ofsted inspection and/or the last Section 23 inspection will be available from school.<br>£   |
| Charging and Remissions Policies                              | A statement of the school's policy with respect to charges and remissions (eg music tuition, trips) is outlined in the school prospectus which is on the school website. **   |
| School session times and term dates                           | Details of school session and dates of school terms and holidays are outlined in the school prospectus which is available from school or on the school website. **.   |
| Health and Safety Policy and risk assessment                  | Our Health and Safety policy and risk assessments outline procedures with respect to health and safety at work for employees (and others) and arrangements for carrying out the policy. Documentation is available from school.<br>£                      |
| Complaints procedure  | This is a statement of procedures for dealing with complaints **  |
| Appraisal of Staff  | This is a 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. It is available from school.<br>£                 |
| Staff Conduct, Discipline and Grievance                       | This is a statement of procedures for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance and is available from school.<br>£   |
| Curriculum circulars and statutory instruments                | Curriculum circulars and statutory instruments can be found at <a href="http://www.dfe.org.uk">www.dfe.org.uk</a> .   |

**[\*\* Information available on our website]**

**Our website is at** [www.holy-family.blackpool.sch.uk](http://www.holy-family.blackpool.sch.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 bursar in the school office.

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)**