



## St Luke & St Philip's CEP School

### Freedom of information policy

#### **VISION STATEMENT**

Our school provides grounding in the Christian Faith for all its children with emphasis on collective worship as part of its daily life. Christian values are built into the ethos and teaching of our school with the support of all Governors and staff for its Christian foundation. We also seek to encourage an understanding and respect for other world faiths.

We value and will continue to strengthen links between school, home and parish. Through these aims the school hopes to encourage all children to develop their maximum potential.

Our vision statement is: 'The family of St Luke and St Philip's will ensure excellence is encouraged, minds are opened, diversity is embraced, respect is expected and talents are nurtured under the umbrella of God's love.'

This is St Luke & St Philip's Primary School, A Church of England Academy's School Publication Scheme on information available under the Freedom of Information Act 2000

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 the most appropriate format for qualifying applicants. Applications for copies may incur a nominal charge

#### **Aims and Objectives**

The school aims to:

Operate in an open way and to share such information it may reasonably do so, with appropriate interested parties, only passing on relevant costs associated with making information available. Where possible the School will strive to provide information for free.

#### **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:

1. *School Prospectus* – information published in the school prospectus.
2. *Governors' Documents* – information published in the Governors Annual Report and in other governing body documents.
3. *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
4. *School Policies and other information related to the school* - information about policies that relate to the school in general.

### **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: **office@slsp.blackburn.sch.uk**

Tel: **01254 54866**

Fax: **01254 661561**

Contact Address: **Hancock Street Blackburn BB2 2LZ**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

### **Paying for information**

Costs equal to the costs of collating the information may be charged by the school. These will be notified and require paying before information is passed over.

### **Classes of Information Currently Published**

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

#### **Class Description**

##### **School Prospectus**

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

1. the name, address and telephone number of the school, and the type of school
2. the names of the head teacher and chair of governors
3. information on the school policy on admissions
4. a statement of the school's ethos and values
5. details of any affiliations with a particular religion or religious denomination,
6. the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
7. information about the school's policy on providing for pupils with special educational needs
8. number of pupils on roll and rates of pupils' authorised and unauthorised absences

9. National Curriculum assessment results for appropriate Key Stages, with national summary figures
10. the arrangements for visits to the school by prospective parents.
11. details of the governing body membership, including name and address of chair and clerk

**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**

### **School Profile**

During each school year the governing body publishes an annual School Profile for parents. This takes place in June each school year. The profile contains information relating to:

- details of the annual meeting;
- action taken on resolutions made at the last annual meeting;
- details of the membership of the governing body and any vacancies;
- pupil attendance information;
- a statement on the progress of the action plan following the last Ofsted inspection;
- budget details;
- school security information;
- admission arrangements for children with disabilities and the arrangements to ensure that these children are not treated less favourably than other children;
- information about the progress of the school’s SEN policy;
- a summary of the school’s national test results;
- the school’s targets for Key Stage 2 assessments;
- information on the professional development of staff.

The School Profile as available online.

### **Instrument of Government**

1. The name of the school
2. The category of the school
3. The name of the governing body
4. The manner in which the governing body is constituted
5. The term of office of each category of governor if less than 4 years
6. The name of any body entitled to appoint any category of governor
7. Details of any trust
8. If the school has a religious character, a description of the ethos
9. The date the instrument takes effect

## **Minutes of meetings of the governing body and it's committees**

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.

### **Class Description**

1. 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
2. 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
3. Sex Education Policy  
Statement of policy with regard to sex and relationship education
4. Special Education Needs Policy  
Information about the school's policy on providing for pupils with special educational needs
5. 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.
6. Race Equality Policy  
Statement of policy for promoting race equality
7. Collective Worship  
Statement of arrangements for the required daily act of collective worship
8. Child Protection Policy  
Statement of policy for safeguarding and promoting welfare of pupils at the school. *(from March 2004)*
9. Pupil Discipline Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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 section gives access to information about policies that relate to the school in general.

**Class Description**

1. 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
2. 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
3. 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
4. School session times and term dates  
Details of school session and dates of school terms and holidays
5. 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
6. Complaints procedure  
Statement of procedures for dealing with complaints
7. 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
8. 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
9. Curriculum circulars and statutory instruments  
Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum

**Policy Reviewed:** May 2019

**Approved by Governors:**

**Next Review Date:** May 2020