

# **This is St Thomas More Catholic Primary School Publication Scheme on information available under the Freedom of Information Act 2000**



*Christ is the centre of our school community  
where we live, love and learn together*

## **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.

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**

The school aims to:

- **Catholic Ethos**  
Develop the children's understanding and living of the Catholic faith so that they can recognise that God is at the centre of everything and experience God's love for them through prayer and in all different situations in their lives.
- **Learning Environment**  
Provide the highest standards of accommodation possible (stimulating, safe and tidy) in order to create a learning environment that reflects the Church's teaching regarding the dignity of the human person.  
Ensure that the resources available for use are of good quality and are deployed to support the learning of each child.
- **Learning Community**  
Be committed to developing a community where pupils, staff, parents, governors and parish work together to live out our Mission and put into practice the aims of our school.  
We support our parents with their role as the first educators and carers of their children.

To encourage the children's participation in their own development by recognising their views and wishes through consultation.

To enable them to become socially confident and independent, developing a feeling of personal self worth, with respect for self and others.

Be aware of everybody's efforts on behalf of the school and appreciate them.

Share and celebrate individual and group achievements.

- **Curriculum**

Enable each child to achieve the highest possible standard of work and behaviour in relation to their age, ability and prior attainment.

To provide a curriculum that is broad and balanced that fulfils the National Curriculum requirements and Diocesan RE guidelines.

- **Staffing**

Appreciate that the Staff is the school's most important resource in meeting the needs of children.

To provide a suitable blend of staff in terms of quantity, experience and expertise.

To enable the staff to carry out their duties and responsibilities.

To provide for the Professional Development of all staff in meeting the needs of the individual and the school.

- **Finance**

To plan realistically and use the School's resources efficiently to ensure good value for money from the available funds.

To ensure that financial decisions are teaching and learning driven whenever possible.

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 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. Contact details are set out below.

Email: enquiry@.sttomor.bham.sch.uk

Tel/Fax: 0121 743 3289

Contact Address: Horse Shoes Lane  
Sheldon  
Birmingham  
B26 3HU

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**

An administration fee of £10 per copy (payable in advance), will be charged for each publication requested to cover the costs incurred by the school, however much of the information listed in this scheme is provided to parents as a matter of routine at no charge.

## 6. Classes of Information Currently Published

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

Class	Description
<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 relating to the school's affiliation with the Catholic Church and its mission statement 'Christ is the centre of our school community where we live, love and learn together'</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>• information relating to individual subjects and extra curricular activities</li> <li>• brief details of some of the schools policies such as discipline, child protection, more able pupils and equal opportunities</li> <li>• other information concerning the general running of the school such as school meals, homework and school trips</li> </ul>

**The School Profile and other information relating to the governing body**– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
<b>School Profile</b> **	<p>The statutory contents of the School Profile are as follows,</p> <ul style="list-style-type: none"> <li>• What our successes have been this year.</li> <li>• What we are trying to improve.</li> <li>• How much progress pupils make between the age of 7 and 11.</li> <li>• How well pupils achieve at age 11.</li> <li>• How our results have changed over time.</li> <li>• How we are meeting the learning needs of individual pupils.</li> <li>• How we make sure our pupils are healthy, safe and well supported.</li> <li>• How our absence rates compare with other schools.</li> <li>• What activities are available to pupils.</li> <li>• How we work with parents and the community.</li> <li>• What pupils have told us about our school and what we have done as a result.</li> <li>• What our pupils do after leaving our school.</li> <li>• Ofsted's view of our school.</li> <li>• What we have done in response to Ofsted.</li> </ul>
<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> </ul>

	<ul style="list-style-type: none"> <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 [ <i>current and last full academic school year</i> ]

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

<b>Policy</b>	<b>Description</b>
Anti Bullying**	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying
Arts Policy	Statement of the aims, principles and strategies for teaching and learning of the Arts.
Child Protection	Statement of policy for safeguarding and promoting welfare of pupils at the school
Equal Opportunities	Statement of policy for promoting equal opportunities at the school and explaining why this is done
Gifted and Talented	Policy describing how the school through the curriculum enables more able pupils to achieve high levels of achievement
Homework Policy	Statement describing the school's policy on homework
Learning and Teaching Policy	Detailed statement about how the school approaches teaching and learning. It reflects how the school agrees pupils should be taught.
Marking Policy	Statement describing the aims, principles and features of marking pupils' work
Music Policy	Policy detailing the aims and methods used for teaching music across the whole school
PSHE and Citizenship	Policy detailing how the curriculum is organised to provide opportunities for Personal, Social and Health Education and Citizenship education.
Promoting Positive Behaviour **	Statement of the school's expectations of children's behaviour and the procedures and environment in place to help achieve this
Race Equality	Statement of policy for promoting race equality
Religious Education	Policy detailing how the school promotes it's mission 'Christ is the Centre of our school community where we live, love and learn together'. Religious Education is an integral part of our ethos, aims and relationships. Our primary aim is to help our children become religious and literate in their faith through a variety of teaching methods.
Special Educational Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Written Calculation Policy	Policy detailing the aims and methods used for teaching mathematics across the whole school

<sup>1</sup> 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.

<b>Policy</b>	<b>Description</b>
Admissions	Policy explaining the school's criteria for admission
Charging and Remissions Policy	Policy describing how the school charges for additional services it provides.
Governors Letting	Description of the policy for the governors letting of the school grounds, premises and equipment
Health and Safety	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
Helpers in School Policy	Policy describing the role and responsibilities of adult helpers in school
Managing Medicines Policy	Policy detailing the procedure for managing medicines in school
Pay	Policy describing how the school's governing body, implement structures and procedures for determining salary levels for all staff at the school
Performance Management Policy	Statement of procedures adopted by the governing body relating to the performance management of staff
Published Reports of Ofsted **	Published report of the last inspection of the school and the summary of the report and inspection reports of religious education
Whistle Blowing Code	Details of how employees can report concerns relating to unlawful conduct, financial malpractice or dangers to the public

**\*\* Information available on our website**

**Our website is at [www.stommor.bham.sch.uk](http://www.stommor.bham.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 Headteacher, C/O 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)**

8. The Governing Body is responsible for the maintenance of this scheme, which will be reviewed annually.

Adopted – March 2008