



# St Joseph's Catholic Primary School

## **PUBLICATION SCHEME FOR ST JOSEPH'S CATHOLIC PRIMARY SCHOOL** **on information available under the Freedom of Information Act 2000**

### **Mission Statement:**

Let it be known to all who enter here that Christ is the reason for this school, the unseen but ever present teacher in all its classes, the model for its children, the inspiration for its staff.

### **Love and Learn in the Footsteps of Christ!**

*The Governing Body 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.

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 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.



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## 2. Aims and Objectives

St Joseph's Catholic Primary School aims to:

- Develop and sustain the love and practice of our Catholic faith
  - Promote high achievement and learning for all through an enriched, enjoyable and fun curriculum.
  - Develop lifelong learning
  - Enable children to acquire the basic knowledge and skills they will need to achieve in the future.
  - Develop study support for all
  - To help children acquire a set of moral values and an awareness of the importance of being honest and being sensitive to those around them, so that they show care, courtesy and consideration for others, treating them as they would wish to be treated themselves.
  - Develop the ability to demonstrate the presence of Christ in the community
  - Develop confidence
  - Develop pupils talents for all subjects
  - Promote healthy lifestyles
  - Promote caring for the future world.
  - Promote happiness and friendship
  - help every child develop the skills, knowledge and personal qualities needed for life and work,
  - Help children to grow in knowledge and love of the Catholic Faith
- 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.
- *The School Profile and other information relating to the Governing Body* – information published in the School Profile and in other Governing Body documents.
- *Pupils & Curriculum* – information about policies that relate to pupils and the



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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

Much of the above can be found on our website at [www.stJosephs775.herts.sch.uk](http://www.stJosephs775.herts.sch.uk). For documents not on the web site or 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@stjosephs775.herts.sch.uk**

Tel: **0208 428 5371**

Fax: **0208 421 0568**

Contact Address: **Ainsdale Road  
South Oxhey  
Watford  
Herts  
WD19 7DW**

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, you can 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.**



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| 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>• information about the implementation of the Governing Body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> </ul> |

The School Profile and other information relating to the Governing Body– **this section sets out information**

| Class                            | Description   |
|----------------------------------|---|
| <b>School's Performance Data</b> | <p>The contents of the school's performance Data is as follows:</p> <ul style="list-style-type: none"> <li>• list information included in the school profile e.g. <ul style="list-style-type: none"> <li>○ performance data</li> <li>○ summary of Ofsted report</li> <li>○ school's intentions for the future, etc.</li> </ul> </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>• The religious character and ethos of the school</li> <li>• The date the instrument takes effect</li> </ul> |

## ADDITION TO PUBLICATION SCHEME

|   |   |
|---|---|
| <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**

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



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policies that relate to pupils and the school curriculum.

| Class                          | Description  |
|--------------------------------|--|
| 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. |
| School Equality Scheme         | Statement of policy for promote 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.  |
| Pupil Discipline               | Statement of general principles on behaviour and discipline and of measures taken by the St Joseph's School to prevent bullying.   |

## 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

**St Joseph's Catholic Primary School, Ainsdale Road, South Oxhey, Watford, Herts, WD19 7DW**



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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)**