

# **This is the Publication Scheme on information available under the Freedom of Information Act 2000 for** *St Mary's Bryanston Square*

*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 that 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 on request to the school.

Some information that 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:

- provide an education informed by the Christian ideal which will enable all children to fulfil their potential.

This publication scheme is a means of showing how we are pursuing this aim.

## **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 Governors Annual Report 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, or you can visit our website at [www.bryanston.net](http://www.bryanston.net) where you will find many of these documents.

Email: [st-marys@bryanston.net](mailto:st-marys@bryanston.net)

Tel: 020 7641 4130

Fax: 020 7641 5438

Contact Address: **St Mary's Bryanston Square CE Primary School, Enford Street, London, W1H 1DL.**

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   |
|-----------------------------|---|
| <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 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>• The latest 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> </ul> |

**Governors' Annual Report and other 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   |
|------------------------------------|---|
| <b>Governors' Annual Report **</b> | <ul style="list-style-type: none"> <li>• The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</li> <li>• details of the governing body membership, including name and address of chair and clerk</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• a description of the school's arrangements for security of pupils staff and the premises</li> <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> |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• The latest National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</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> <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>Class</b>                      | <b>Description</b>   |
|-----------------------------------|--|
| 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. |

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

|                            |  |
|----------------------------|--|
| Race Equality Policy **    | Statement of policy for promoting race equality  |
| Collective Worship         | Statement of arrangements for the required daily act of collective worship ( <i>in our Prospectus **</i> )   |
| Child Protection Policy ** | Statement of policy for safeguarding and promoting welfare of pupils at the school ( <i>from March 2004</i> )  |
| Pupil Discipline **        | Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying ( <i>found in our prospectus. Copies of our Behaviour Policy** and Anti-Bullying Policy** are also available on our website and from the school</i> ). |
| Safe Use of Images **      | Policy explaining how the school uses images of children.  |

**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 ** | 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 (Previous Ofsted Report available as a link from our school website) |
| 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   |
| 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   |
| School session times and term dates **                           | Details of school session and dates of school terms and holidays ( <i>in our Prospectus</i> )  |
| 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.   |
| 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 and Skills to the head teacher 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  |

**(\*\* Information available on our website - our website is at [www.bryanston.net](http://www.bryanston.net))**

## 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 Chair of Governors*, who can be contacted through the 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 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)

# St Mary's Bryanston Square School

## Freedom of Information Publication Scheme

### Annex A - Further documents held by the school

| Name of Document                   | Description   |
|------------------------------------|---|
| Literacy Policy                    | Curriculum Policy   |
| Maths Policy                       | Curriculum Policy   |
| Science Policy                     | Curriculum Policy   |
| Art and Design Policy              | Curriculum Policy   |
| Design Technology Policy           | Curriculum Policy   |
| Music Policy                       | Curriculum Policy   |
| PE Policy                          | Curriculum Policy   |
| PSHE Policy                        | Curriculum Policy   |
| ICT Policy                         | Curriculum Policy   |
| History Policy                     | Curriculum Policy   |
| Geography Policy                   | Curriculum Policy   |
| RE Policy                          | Curriculum Policy   |
| Leaching For Learning Policy       | Approach to teaching and learning   |
| Inclusion Policy                   | Policy detailing the school's attitudes towards inclusion                     |
| Assessment and Planning Policy     | Policy and procedures for assessment  |
| Marking Policy                     | Approach to marking   |
| EAL Policy                         | Policy for teaching children with English as an additional language           |
| Gifted and Talented Policy         | Policy for identifying and providing for exceptionally able/talented children |
| Worship Policy                     | School's attitude towards worship and the links with our church               |
| Mission Statement                  | A statement of the school's mission   |
| Values Statement                   | The school's values statement   |
| Equal Opportunities                | The school's statement on equality of opportunity                             |
| Attendance and Registration Policy | School policy on registration and registration procedures                     |
| Off-Site Visits Policy             | School policy on, and procedures for, off-site visits                         |
| LEA Visits Policy                  | Local Education Authority's policy on off-site visits                         |
| Staffing Policy                    | Governors' policy on staff appointments and pay                               |
| NQT Induction Policy               | Policy for the induction of newly qualified teachers                          |
| Letting Policy                     | Governors' policy on letting the premises                                     |
| Disposal of Equipment              | Governors' policy on the disposal of equipment and write-offs                 |

|  |   |
|--|---|
| SEN for Parents                              | Booklet explaining Special Educational Needs provision for the parents of children with SEN (in English and Arabic)       |
| Helping Your Child With Homework and Reading | Booklet for parents suggesting ways to support their child's reading and homework. Written in English, Arabic and Bengali |
| Starting Reception Class Booklet             | Booklet for new Reception Class families explaining the systems and routines  |
| Starting Nursery Class Booklet               | Booklet for new Nursery Class families explaining the systems and routines  |