

Freedom of Information



Ursuline
Catholic Primary School

Believe - Achieve - Serve

Our Mission Statement:

At Ursuline Catholic Primary School we aim to build up a Christian Community which develops the full spiritual, emotional, intellectual and physical potential of each and every pupil in the happy, caring, supportive, family atmosphere of a Catholic School.
Together we endeavour, in all things, to honour God's name, to advance His Kingdom and to carry out His will.

Ursuline Catholic Primary School

Publication Scheme

Information available under the Freedom of Information Act 2000

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 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

The school aims, at all times and in all circumstances, to:

- raise standards by providing the most effective and efficient education that we can in a warm, respectful and caring atmosphere within a quality learning environment;

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- develop in all children the desire to learn and the ability to apply knowledge. At the same time, we want to help each child to attain the self-esteem and confidence which are necessary for a full and happy life;
- Cultivate in all children, through first-hand experiences and subsequent understanding, not only an appreciation of the need to learn, but also a pride in their work, respect for their surroundings and good relationships with others at home and at school.

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 by telephone, email, fax or letter. Contact details are set out below. Alternatively you can visit our website at [www. Ursulineprimary.co.uk](http://www.Ursulineprimary.co.uk)

mail: **admin.ursuline@schools.sefton.gov.uk**

Tel: **0151 924 1704**

Fax: **0151 924 2158**

Contact Address:

Nicholas Road

Blundellsands

Liverpool

L23 6TT

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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	<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">· the name, address and telephone number of the school, and the type of school· the names of the head teacher and chair of governors· information on the school policy on admissions· a statement of the school's ethos and values· 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· information about the school's policy on providing for pupils with special educational needs· number of pupils on roll and rates of pupils’ authorised and unauthorised absences· National Curriculum assessment results for appropriate Key Stages, with national summary figures· the arrangements for visits to the school by prospective parents

The School Profile 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
The School Profile	<p>The statutorily required contents of the School Profile are as follows. For further information please go to www.schoolsfinder.direct.gov.uk and enter our post code L23 6TT</p> <ul style="list-style-type: none"> · the school address and contact details · the names of the headteacher and chair of governors · a list of the school’s successes in the current year · an indication of the things that the school is trying to improve · a commentary on how the schools test results have changed over time · an explanation of how the school ensures that it is meeting the needs of individual pupils · a description of how the school makes sure that pupils are healthy, safe and well-supported · an analysis of how the pupils’ absence rates compare with those from other schools · a list of the activities that are available to pupils · an explanation of how the school works with parents and the community · what pupils have told us about the school and what we have done about it · where pupils go after leaving the school · Ofsted’s view of the school and our response to it.
Instrument of Government	<ul style="list-style-type: none"> · The name of the school · The category of the school · The name of the governing body · The manner in which the governing body is constituted · The term of office of each category of governor if less than 4 years · The name of any body entitled to appoint any category of governor · If the school has a religious character, a description of the ethos · The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]</p>

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

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

Class	Description
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
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Race Equality Policy	Statement of policy for promoting race 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 Behaviour Management	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.

Class	Description
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
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
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

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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 at the school address.

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 or 0303 123 1113

Website : www.ico.org.uk

Approved On : 28/11/2022

Signed : *Paul Vine*

Date : 28/11/2022

Renewal Date : 28/11/2025
