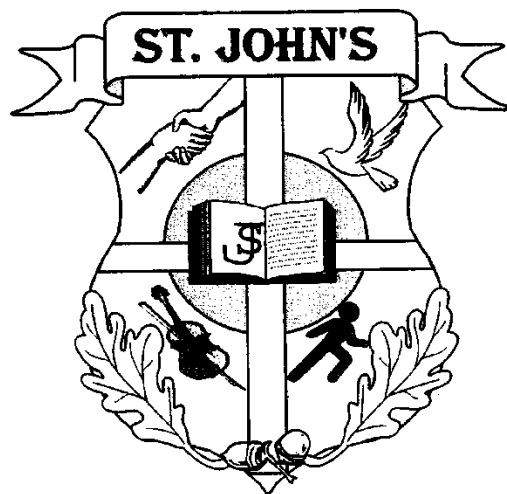


**St. John's Primary School
Bligh's Lane
Derry**

**A Policy on Publication Scheme
2024**



“Learning Together Growing Together”

On information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

Introduction

1.1 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 publication authorities, including all maintained schools, should be clear and proactive about the information they will make public.

1.2 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 of charge or on payment.

1.3 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 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.

Aims and Objectives

2.1 Raising the holistic expectations of our children:

- To encourage and celebrate success for every adult and child in our school
- To thus enhance our students' ability to contribute to all levels of society whilst building self-esteem and achieving inner peace for staff and students
- To provide the highest standards of education through the process of teaching and learning supported by our Pastoral Care System.

Categories of information published

3.1 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 or information known as 'classes'. These are contained in section 6 of this scheme.

3.2 The classes of information that we undertake to make available are organised into five areas:

- **School Prospectus** – information published in the school prospectus
- **Governors' Documents** – information published in the Governors Annual Report and in other governing body documents
- **Curriculum** – information about policies that relate to pupils' achievements and the school curriculum

- **Pupils** – information about policies that relate to the pastoral care of pupils
- **Organisation** – Policies and information related to organisational, management effectiveness and governance of the school.

How to request information

4.1 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: info@stjohns.derry.ni.sch.uk

Tel : 02871 264046

Fax : 02871 374580

Contact address: St. John's Primary School, Bligh's Lane, Derry, BT48 9PJ

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

If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it.

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.

Classes of Information Currently Published

5.1 **School Prospectus** – This section sets out information published in the 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):

- 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 destinations of Year 7 pupils
- The arrangements for visits to the school by prospective parents

- The number of places for pupils of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places.

5.2 **Governors' Annual Report and other information to the governing body** – This Section sets out information published in the Governors' Annual Report and in other governing body documents.

5.2.1 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):

- Details of the governing body and their category of membership, clearly identifying the chair, vice-chair and secretary
- A statement on progress in implementing the action plan drawn up following an inspection
- A financial statement, including gifts made to the school and amounts paid to governors for expenses
- A description of the school's arrangements for security of pupils, staff and the premises
- 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
- Arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils. Article 8 of the 1996 order refers
- Description of the steps taken to implement special needs policies, in accordance with article 9 of the order
- 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
- A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- Number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- The destinations of Year 7 pupils
- A statement of the extent to which proposals in the post-inspection action plan have been carried into effect.

5.2.2 **Minutes of Meetings of the Governing Body and Sub-committees**

- Agreed minutes of meetings of the governing body and its committees in relation to meetings held from March 2004 onwards.

5.3 **School Policies** - These are listed under the three areas of Curriculum, Pastoral and Organisational. (Ref. Appendix 1)

5.3.1 **Curriculum circulars and statutory instruments**

Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the

curriculum. It should be noted that these circulars are also available for download on the DENI and CCMS websites.

Feedback and Complaints

- 6.1 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 Secretary to the Board of Governors
St. John's Primary School, Bligh's Lane, Derry, BT48 9PJ

- 6.2 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 Life: 01625 545 700

Email: Publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

Signed: _____

Kathleen McCallion
(Chairperson of the Board of Governors)

Date: _____

(Ratified at Board of Governors' Meeting)

APPENDIX 1

CURRICULUM DEVELOPMENT AND CURRICULUM ACCESS POLICIES
Religious Education
Physical Education
Arts
Literacy
Numeracy
The World Around Us
Personal Development and Mutual Understanding
ICT
Play based Learning
Special Educational Needs and Inclusion
Gifted & Talented
Marking
Assessment
Monitoring & Evaluation
PRSD
Homework
Learning & Teaching: Curriculum
Staff Development
Fair Trade
Teaching Staff Handbook
Learning Support Staff Handbook
Supervisory Assistant Staff Handbook
Student Teacher Staff Handbook
Substitute Teacher Handbook
PASTORAL CARE POLICIES
Positive Behaviour Policy
Parental Complaints
Child Protection/Safeguarding
Intimate Care
Dignified Workplace
Food Policy
Anti-bullying
Relationships & Sexuality Education
Safe Internet & Digital Technologies
eSafety
WELB Social Media Policy
Attendance: Staff
Attendance: Pupils
Safe Handling and Reasonable Force
Critical Incident
Photography
Medical and First Aid
Whole School Food

Healthy Lunches
Non Smoking Policy
Road Safety Education
Sun Care
Staff Health & Emotional Well Being
ORGANISATIONAL
Fire Prevention
Whistleblowing
Borrowing Equipment
Hospitality
Health & Safety
Charging and Permissions
Term Time Dates
ETI Published Reports referring to St. John's Primary School
Post ETI Inspection Action Plans