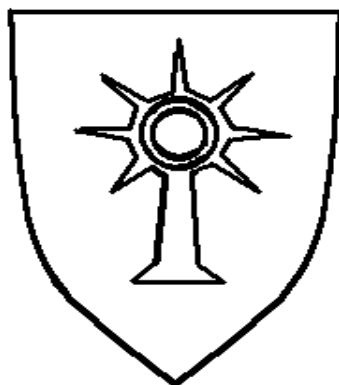


St. Monica's RC Primary School



Freedom of Information Publication Scheme

Mission Statement

Here at St. Monica's, we recognise that we are all cherished members of God's family.

We love and care for one another, and trust God to guide us in all we do and say. By learning together, we aim to achieve and working together, we will succeed.

1. Introduction

This document sets 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.

2. Aims and Objectives

We aim to offer a curriculum which:

- Is rooted in the Gospel values of respect, love, truth and justice.
- Promotes the dignity, self-esteem and full development of each person who is made in God's image and uniquely loved by God.
- Promotes the spiritual, moral, social, cultural, and physical development of pupils at the school.
- Provides a daily act of collective worship and teaches religious education in according with the guidelines of the Diocese of Salford.
- Is balanced and broadly based.
- Follows the statutory national curriculum which sets out the subject content for those subjects that should be taught to all the children in our school within the programmes of study and provides pupils with an introduction to the essential knowledge that they need to be educated citizens

- Develops the personal, social, health and economic education (PSHE) of the children.
- Prepares pupils at the school for the opportunities, responsibilities and experiences of later life.

Our school curriculum comprises all learning and other experiences planned for the children. These may include, but are not limited to, the formal curriculum, trips and visits, research topics and extra-curricular activities. The national curriculum forms one part of our school curriculum and provides an outline of core knowledge around which teachers can develop exciting and stimulating lessons to promote the development of pupils' knowledge, understanding and skills as part of the wider school curriculum.

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.

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 Governing Body Minutes and 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. School Website

The school has its own website: www.stmonicasschoolflixton.org.uk

The school works hard to try and make sure that current documentation is available free of charge from the website. There are sections for parents and visitors to see our key documentation (e.g. Curriculum Policies, School Plans, Ofsted Reports, Equality Scheme, Pupil Premium information, etc).

The website is a good place to look initially for information. It also has sections for newsletters, calendars, holiday dates, Governor information, after school clubs, pupil activities, photographs, memories, etc.

5. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by calling in at school, or by telephone, email, fax or letter. Contact details are set out below.

Email: stmonicas.admin@trafford.gov.uk

Tel: 0161 748 3353

Contact Address: **St. Monica's R.C. Primary School, Woodsend Road South, Flixton, Manchester M41 6QB**

6. 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 usually free. However, if your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

Classes of Information Currently Published

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 regarding 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

	<ul style="list-style-type: none"> • 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
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Governors' Reports and other information relating to the governing body

Class	Description
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>
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 • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect

Pupils & Curriculum Policies

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
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.
Race Equality Policy	Statement of policy for promoting race equality

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

Curriculum	Statement of arrangements for the teaching of all curriculum subjects, including RE
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline (Behaviour Policy)	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying (included in separate Anti-Bullying Policy).

School Policies and other information related to the school

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
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
Health and Safety Policy and risk assessments	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out policy
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal of Staff	Statement of procedures adopted by the governing body relating to the appraisal of staff
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 to the head teacher or governing body relating to the curriculum

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 or Chair of Governors. 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.

Website : www.informationcommissioner.gov.uk