

**Statutory: Adopted December 2018**

**GB x 3 years: Review December 2021**

Holy Cross Catholic Primary School  
**INFORMATION PUBLICATION SCHEME**



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### **Holy Cross Catholic Primary School Publication Scheme**

Our full title and address for sending requests for any documents is: **Holy Cross Primary School, Charles Street, St Helens, Merseyside, WA10 1LN.**

The person responsible for maintenance of this scheme is the Headteacher.

#### **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
- 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 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.

#### **2. Aims and Objectives**

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The school aims to:

- To nurture the spiritual and moral growth of our children within the context of the Catholic faith
- To create a welcoming, caring and safe environment, where children can develop self-respect, a sense of individual worth and are able to cooperate with and show consideration to others.
- To provide stimulating, educational experiences within which individual talents and gifts from God are nurtured and full potential is achieved.
- To foster independent learning and develop skills for the future.
- To provide an atmosphere which enables staff to feel valued, and motivated, in providing a quality education for our children.
- To promote the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

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
- Governors’ Documents: Information published in the Governing Body documents.
- Pupils and Curriculum: Information about policies that relate to pupils and the school curriculum.
- School Policies: Information about policies that relate to the school in general.

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#### **4. How to request Information**

You can request a copy of the information you want from the school, using the contact details below.

If the information you're looking for isn't available via the scheme and isn't on our website, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: [holycross@sthelens.org.uk](mailto:holycross@sthelens.org.uk)

Telephone: 01744 678319

Fax: 01744 678320

Contact Address: Holy Cross Primary School, Charles Street, St. Helens, Merseyside, WA10 1LN

To help us process your request quickly, please clearly mark any correspondence **"FOI PUBLICATIONS SCHEME REQUEST"**

#### **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 the annex. 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.

#### **6. Classes of Information Currently Published**

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**School Prospectus:**

This section sets out information published in the school prospectus.

<b>Class</b>	<b>Description</b>
School Prospectus	<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 the Chair of Governors;</li><li>• Information about admissions</li><li>• A statement of the school's ethos and values</li><li>• Details of 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>• National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li></ul>

**Governing Body Documents:**

<b>Class</b>	<b>Description</b>
Governing Body documents	<ul style="list-style-type: none"><li>• Details of the Governing Body membership,</li><li>• A statement on progress in implementing the action plan drawn up following an inspection;</li></ul>

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<b>Not statutory</b>	<ul style="list-style-type: none"><li>• a financial statement</li><li>• Information about school security;</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><li>• How teachers' professional development impact on teaching and learning;</li><li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absence;</li><li>• The school's target for Key Stage assessments</li><li>• National Curriculum assessment results for appropriate Key Stages with national summary figures</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 person 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 of Meetings</b>	<ul style="list-style-type: none"><li>• Minutes of Governing Body and Committee meetings (current and last full school year).</li></ul>

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<b>School Session Times</b>	<ul style="list-style-type: none"><li>• Details of school session and dates of school terms and holidays</li></ul>
<b>Special Educational Needs</b>	<ul style="list-style-type: none"><li>• Information about the school's policy on providing for pupils with special educational needs</li></ul>
<b>Accessibility Plans</b>	<ul style="list-style-type: none"><li>• Written plan of improvements to access for pupils with disabilities.</li></ul>
<b>Health and Safety Policy</b>	<ul style="list-style-type: none"><li>• Written 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</li></ul>
<b>Child Protection Policy</b>	<ul style="list-style-type: none"><li>• Statement of general principles on Child Protection arrangements</li></ul>
<b>Complaints Procedure Staff Appraisal</b>	<ul style="list-style-type: none"><li>• Statement of procedures for dealing with complaints.</li><li>• Statement of procedures adopted by the Governing Body relating to staff appraisal.</li></ul>
<b>Staff Conduct, Discipline and Grievance</b>	<ul style="list-style-type: none"><li>• Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.</li></ul>
<b>Curriculum Circulars and Statutory Instruments</b>	<ul style="list-style-type: none"><li>• Any statutory instrument, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Head Teacher or Governing Body relating to the curriculum.</li></ul>

Our website is <https://www.holycrossprimarysthelens.co.uk/>

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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 need to make a complaint then initially this should be addressed to The Headteacher, Holy Cross Catholic Primary School, Charles Street, St Helens, Merseyside, WA10 1LN.

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

### **Pupils and Curriculum Policies:**

This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
<b>Home School Agreement</b>	<ul style="list-style-type: none"><li>• Written 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.</li></ul>
<b>Curriculum Policies</b>	<ul style="list-style-type: none"><li>• Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.</li></ul>
<b>Sex Education Policy</b>	<ul style="list-style-type: none"><li>• Written statement of policy with regards to sex education.</li></ul>

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<b>Collective Worship</b>	<ul style="list-style-type: none"><li>• Statement of arrangements for collective worship.</li></ul>
<b>Pupil Discipline</b>	<ul style="list-style-type: none"><li>• Written statement of general principles on behaviour and discipline including any anti-bullying policy as appropriate</li></ul>

### **School Policies**

This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
<b>Published Reports of HM Inspectors referring expressly to the School</b>	<ul style="list-style-type: none"><li>• Report of an inspection of the school and the summary of the report.</li></ul>
<b>Post Inspection Action Plan</b>	<ul style="list-style-type: none"><li>• A plan setting out the actions required following an Ofsted inspection</li></ul>
<b>Charging and Remissions Policies</b>	<ul style="list-style-type: none"><li>• 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 music tuition, trips.</li></ul>

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 Office of the Information Commissioner. 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



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Or

Enquiry/Information Line: 01625 545 745

Email: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)

Date .....

Signed .....

Chairperson .....