# St Paul's CE School Publication Scheme and Data Information

The full title and address for sending requests for any documents is:-
St. Paul's Church of England Primary School,
St. Nicholas Road,
Brighton,
BN1 3LP.

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 nursery and primary 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. It is available free.
Some information which we hold may not be made public, for example personal information.
This publication scheme conforms to the model scheme for maintained nursery schools approved by the Information Commissioner.

## 2. Aims and Objectives

The Maintained Primary School aims to:

Give children an excellent start in education so that they have a better foundation for learning,

Enable all young people to develop and equip themselves with the skills, knowledge and personal qualities needed for life and work, 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 three broad topics areas:
**Governors Documents** – information published by the Governors.
**Children and families** – information about policies that relate to children and their families.
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## 4. How to request information

If you need a paper version, you can request a copy from the contact detailed below also some information is available on our website.
If the information you're looking for isn't available (and isn't on our website), you can still ask if we
have it. You can contact the school by telephone, email or letter.
Email: **admin@stpauls.brighton-hove.sch.uk**
Tel: 01273 721001
Contact Address: **St. Nicholas Road, Brighton, Sussex. BN1 3LP.**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST"** (in **bold** CAPITALS please)

## 5. Paying for information

Information is provided free unless stated otherwise. You may expect to pay for priced items such as some printed publications, videos and bound information such as reports. Where there is a charge this will be agreed by the headteacher and governing body.
As a rule, 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 your local library or an Internet café.
If you are unable to access the Internet you can contact us; see Section 4 'How to request Information . 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.

## 6. Classes of Information Currently available.

**Governors information relating to the governing body–** this section sets out information used by the governing body which can be viewed on request.
**Children, families and curriculum policies -** This section gives access to information about policies that relate to pupils and the school curriculum.

**Class Description**
Pupil Discipline/Behaviour Policy
Written statement of general principles on behaviour and challenging negative behaviour, appropriate to the child's age and stage of development

**Maintained Primary School Policies -** This section gives access to information about policies that relate to the maintained nursery school in general.

**Class Description**

Published reports of HM Inspectors referring expressly to the
Maintained primary school
Report of an inspection of the maintained school and the summary of the report.
Section 48 - report on the school and its church ethos.
Charging and remissions
A statement of the maintained school's policy with respect to charges for childcare and optional extras including, trips etc

**Instrument of Government**
**In the Governors handbook.**

The name of the maintained primary school
The category of the maintained primary 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 person entitled to appoint any category of governor
Details of any trust
If the maintained primary school has a religious character, a description of its ethos.
The date the instrument takes effect

**Minutes of meeting of the Governing Body and its committees**

Minutes of meetings of the governing body and of its committees
This is on the school website and is reviewed regularly. We do not provide paper copies but will do happily, by request.
Admissions
Information, on the maintained primary school, over subscription criteria and priests form.
Special Educational Needs Policy
Information, about the maintained primary school's policy, on providing for pupils with special educational needs.
Accessibility Plans
Complaints procedure. (existing policy for Children with disabilities)
Health and Safety Policy
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
Child Protection Policy
Statement of general principles on Child Protection policies
Race equality Statement of policy for promoting racial equality
Equal Opportunities Policy
Statement of general principles on equal opportunities policies
Complaints procedure
Statement of procedures for dealing with complaints
Performance Management of Staff
Statement of procedure 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 Capability Statement of procedure for regulating conduct and discipline of school staff and to the capability of teachers
***St. Pauls Primary*** maintains a website at www.school-portal.co.uk and has an ongoing commitment to make as much information available on our website as possible. Parents can view the most important policies and newsletters with updated information.

## 7. Complaints and Feedback

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 acomplaint then initially this should be addressed to Mrs. Linda Dupret, Headteacher, Mr. James Ginzler or Father Robert Norbury Joint 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
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
**or**
Enquiry/Information Line: 01625 545 745
Website: www.informationcommissioner.gov.uk

**Privacy Notice – Data Protection Act 1998**

**We at St. Paul's Church of England Primary School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:**

- **Support our teaching and learning.**
- **Monitor and report on progress.**
- **Provide appropriate pastoral care and**
- **Assess how well the school is doing.**

**This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special needs and relevant medical information .**

**We are provided with a unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.**

*We will not give information about a person to anyone outside the school without your consent unless the law and our rules allow us to.*

**We are required by law to pass some information about you to the Local Education Authority and the Department of Education (DFE)**

**If you want to see a copy of the information about you that we hold and/share, please contact the school office.**

**If you require more information about the Local Education Authority (LEA) and/or DFE on how they store and use your information, then please go to the following websites.**

**www.brighton-hove.gov.uk/privacynotice**

**If you are unable to access these websites we can send you a copy of this information. Please contact the LEA or DFE as follows:-**

**Data Protection Officer, Brighton and Hove City Council, telephone 01273 290000**

**Public Communications Unit**
**Department of Education,**
**Sanctuary Buildings,**
**Great Smith Street,**
**London,**
**SW1P 3BT.**
**Website:- www.education.gov.uk**
**Telephone:- 0370 000 2288**

**Updated November, 2019**