

# St Joseph's Catholic Primary School

## Publication Policy

## Contents:

### [Statement of intent](#)

1. [Legal framework](#)
2. [Information we will publish](#)
3. [Information we will not publish](#)
4. [Requests for paper copies](#)
5. [Monitoring and review](#)

## Statement of intent

This policy outlines the framework for St Joseph's Catholic Primary School to meet its duty and obligation to publish specific information on our website.

The governing board of St Joseph's Catholic Primary School is dedicated to working fairly and transparently. We are committed to making information available to the public, as we are accountable for the effective and efficient operation of the school.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

## 1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- The School Information (England) (Amendment) Regulations 2016
- The Data Protection Act 1998
- The Freedom of Information Act 2000

## 2. Information we will publish

2.1. **School contact details** – our school's website **must** include:

- The school's name.
- The school's postal address.
- The school's telephone number.
- The name of the member of staff who deals with queries from parents and other members of the public.

2.2. **Admission arrangements:**

- We publish our school's admission arrangements each year and keep them up for the whole school year.
- The arrangements explain how we will consider applications for every age group and what parents should do if they want to apply for their child to attend our school.

2.3. **Ofsted reports:**

- **[Delete as applicable]** We publish a copy of our school's most recent Ofsted report.

2.4. **Exam and assessment results:**

- **[Delete as applicable]** We publish the percentage of key stage 2 pupils who achieved:
  - The expected standard or above in reading, writing and mathematics.
  - Average progress in reading, writing and mathematics.
  - An average 'scaled score' in reading, writing and mathematics.
  - A high level of attainment in reading, writing and mathematics.
- **[Delete as applicable]** We publish the following details from our school's most recent key stage 4 results:
  - Progress 8 score

- Attainment 8 score
- Percentage of pupils who achieved a good pass in English and maths
- Percentage of pupils achieving the English Baccalaureate combination of subjects (this means pupils who got a GCSE grade C or above in English, maths, two sciences, a language, and history or geography)
- Student 'destinations' (the percentage of students who continue in education or training, or move on to employment at the end of 16 to 19 study)

#### 2.5. Performance tables:

- We include a link to the [school and college performance tables service](#) on the school website.

#### 2.6. Curriculum – the school will publish:

- The content of the school curriculum in each academic year for every subject.
- The names of any phonics or reading schemes used in key stage 1.
- How parents or other members of the public can find out more about the curriculum the school is following.

#### 2.7. Behaviour Policy:

- The school publishes a copy of the Behaviour Policy.
- The headteacher sets out measures in the Behaviour Policy which aim to:
  - Promote good behaviour, self-discipline and respect.
  - Prevent bullying.
  - Ensure that pupils complete assigned work.
  - Regulate the conduct of pupils.

#### 2.8. School Complaints Procedures Policy:

- We publish a copy of the school Complaints Procedures Policy which explains the independent disagreement resolution arrangements available for disagreements by any person, including members of the general public.
- Complainants may make a complaint about any provision of facilities or services that the school provides, unless separate statutory procedures apply (such as exclusions or admissions).

- The school does not limit complaints to parents or carers of children that are registered at the school.

#### **2.9. Pupil premium:**

- The school publishes a strategy for the school's use of the pupil premium which includes, for the academic year:
  - The school's pupil premium grant allocation amount.
  - A summary of the main barriers to educational achievement faced by eligible pupils.
  - How we will spend the pupil premium to address those barriers and our reasons for that approach.
  - How we will measure the impact of the pupil premium.
  - The date of the next review of the school's pupil premium strategy.

#### **2.10. PE and sport premium for primary schools:**

- We will publish:
  - How much funding we received.
  - A full breakdown of how we have spent the funding or will spend the funding.
  - The effect of the premium on pupils' PE and sport participation and attainment.
  - How we will make sure these improvements are sustainable.

#### **2.11. Special educational needs and disabilities (SEND) information:**

- We publish a SEN Report on our school's SEND Policy.
- The report complies with the Children and Families Act 2014 and the Special Educational Needs and Disability Regulations 2014 and includes the following details:
  - The kinds of special educational needs for which provision is made at the school.
  - Information about the school's policies for the identification and assessment of pupils with special educational needs.
  - Information about the school's policies for making provision for pupils with special educational needs, whether or not pupils have an education, health and care plan.

#### **2.12. Governors' information and duties:**

- The school publishes information about our governors, including:
  - Details of each governor's business interests.
  - Details of each governor's financial interests.
  - Details of each governor's governance roles in other schools.
  - The structure and responsibilities of the governing board and committees.

#### **2.13. Charging and remissions policies:**

- We publish our school's charging and remissions policies (this means when we cancel fees). The policies include details of:
  - The activities or cases where our school will charge pupils' parents.
  - The circumstances where our school will make an exception on a payment we would normally expect to receive under the policy on charging.

#### **2.14. Values and ethos:**

- Our website includes a statement of our school's ethos and values.

#### **2.15. Our provider access policy statement:**

- Pupils' entitlement to careers guidance
- Who handles access requests
- The opportunities that are provided to allow access to pupils
- Who providers should contact to discuss events and options
- The rules for granting and refusing access requests
- What can providers expect once a request has been accepted
- Whether you allow providers to leave prospectuses, and if so, the process to follow

### **3. Information we will not publish**

- 3.1. We will not publish information which could reveal confidential information about individual members of the school community.
- 3.2. Information which is exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure, will not be published.
- 3.3. We will not publish any information in draft form.
- 3.4. Information which is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons, will not be published.

## **4. Request for paper copies**

4.1. Information which is not published under this policy can be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act 2000.

4.2. Charges will be made for photocopying and postage and packaging.

## **5. Monitoring and review**

5.1. This policy is reviewed on an annual basis by the head teacher in conjunction with the governing board; any changes made to this policy will be communicated to all members of staff.

5.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

5.3. The next review date will be May 2019.