



Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this scheme

The Freedom of Information Act came fully into force on 1 January 2005. Under the Act any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information and to receive a copy, subject to certain exemptions.

Introduction: what a publication scheme is and why it has been developed?

One of the aims of the Freedom of Information Act 2000 (referred to as FOIA in the rest of this document) is that public authorities, including all schools, should be clear and proactive about the information they will make public.

To do this we have produced 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 available in paper form from the School Office. Some information may be available from our website. Some information, which we hold may not be made public, for example personal information.

Our publication scheme conforms to the model scheme for schools approved by the Information Commissioner and this publication scheme is a means of showing how we are pursuing these objectives.

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 governing body documents. |
| Pupils and 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 |

| | | | | |
|---------------|--|---|--|----------------|
| Creation Date | Reviewed with change by: T. Costello, Deputy Head KS3/4 | Formally approved by Governors' Policy Committee | Review Date | Page 1 of 7 |
| March 2005 | 28 June 2017 | 3 July 2017 | Summer Term 2020 Review- three yearly | |



How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter.

Email: reception@stjulies.org.uk
Telephone: 0151 428 6421 Fax: 0151 421 1399
Website: www.stjulies.org.uk
Address: St Julie's Catholic High School
Speke Road
Woolton
Liverpool L25 7TN

Paying For Information

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you do not 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 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.

| Creation Date | Reviewed with change by: T. Costello, Deputy Head KS3/4 | Formally approved by Governors' Policy Committee | Review Date | Page 2 of 7 |
|---------------|--|---|--|----------------|
| March 2005 | 28 June 2017 | 3 July 2017 | Summer Term 2020 Review- three yearly | |



Classes of Information Currently Published -

School Prospectus – this section sets out information published in the school prospectus.

| Class | Description |
|--------------------------|--|
| School Prospectus | <p>The 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 name of the Head Teacher; • Information on the school policy on admissions; • A statement of the school's ethos and values; • Information about the school's policy on providing for pupils with Special Educational Needs including reference to any changes to this policy during the last year; • Arrangements for the admission of pupils with disabilities; • Details of existing facilities to assist access to the school by pupils with disabilities including the disability plan; • Number of pupils on roll and information on pupils' authorised and unauthorised absences; • Examination results for appropriate Key Stages. |

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

| | | | | |
|----------------------|---|--|--|----------------|
| Creation Date | Reviewed with change by: T. Costello, Deputy Head KS3/4 | Formally approved by Governors' Policy Committee | Review Date | Page 3 of 7 |
| March 2005 | 28 June 2017 | 3 July 2017 | Summer Term 2020 Review- three yearly | |



Information relating to the Governing Body – this section sets our information published in other governing body documents.

| Class | Description |
|---------------------------------------|---|
| Information provided by school | <ul style="list-style-type: none"> • Details of the governing body membership, including name and address of chair and clerk • 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 • A description of our Disability Equality Policy and our Accessibility Plan. • The number of pupils on roll and rates of pupils' authorised and unauthorised absence |
| Instrument of Government | <ul style="list-style-type: none"> • The name of the school • The category of the school • A description of our ethos as a Notre Dame school • The name of the governing body • The composition of the governing body • The term of office of each category of governor • The name of the body entitled to appoint Foundation Governors • Details of Trustees • The date the instrument takes effect |

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

| | | | | |
|---------------|--|---|--|----------------|
| Creation Date | Reviewed with change by: T. Costello, Deputy Head KS3/4 | Formally approved by Governors' Policy Committee | Review Date | Page 4 of 7 |
| March 2005 | 28 June 2017 | 3 July 2017 | Summer Term 2020 Review- three yearly | |



Pupils & Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum.

| Class | Description |
|----------------------------------|---|
| Home–school agreement | Statement of our aims and values as a Notre Dame school, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements |
| Curriculum Policy | Statement of the curriculum subjects including religious education currently planned for and implemented. |
| Sex Education Policy | Statement of policy with regard to sex and relationship education |
| Special Educational Needs Policy | Information about the school's policy on providing for pupils with special educational needs |
| Disability/Accessibility Plans | Plan for increasing participation of disabled learners in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled learners |
| Race Equality Policy | Statement of policy for promoting race equality |
| Collective Worship | Statement of arrangements for the required daily act of collective worship (assemblies, form periods) |
| Child Protection Policy | The school's policy statement for safeguarding and promoting the welfare of pupils at the school reflects the guidelines set out by Liverpool Safeguarding Children Board |
| Behaviour for Learning Policy | Statement of general principles on behaviour and discipline and of measures taken by the staff to ensure appropriate behaviour for learning |

| | | | | |
|---------------|--|---|--|----------------|
| Creation Date | Reviewed with change by: T. Costello, Deputy Head KS3/4 | Formally approved by Governors' Policy Committee | Review Date | Page 5 of 7 |
| March 2005 | 28 June 2017 | 3 July 2017 | Summer Term 2020 Review- three yearly | |



School Policies and other information related to the school – This section gives access to information about policies that relate to the school in general.

| Class | Description |
|---|--|
| Published reports of OfSTED referring expressly to the school | Published report of the last inspection of the school and published report of the last Archdiocese of Liverpool inspection of the school. |
| Post-OfSTED inspection action plan | A plan setting out the actions required following the last OFSTED inspection and an action plan following the last Archdiocese of Liverpool inspection. |
| 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 assessment | 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 |
| Complaints procedure | Statement of procedures for dealing with complaints |
| Performance Management for Staff | Statement of procedures 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 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 |

| | | | | |
|---------------|--|---|--|----------------|
| Creation Date | Reviewed with change by: T. Costello, Deputy Head KS3/4 | Formally approved by Governors' Policy Committee | Review Date | Page 6 of 7 |
| March 2005 | 28 June 2017 | 3 July 2017 | Summer Term 2020 Review- three yearly | |



Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme.

If you want to make a comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Mr Alderman (Head Teacher) at the School.

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 deals with formal complaints.

They can be contacted at:

Helpline: 0303 123 1113 (local rate)

Helpline: 01625 545 745 (national rate)

Or

Website: www.ico.org.uk

| Creation Date | Reviewed with change by: T. Costello, Deputy Head KS3/4 | Formally approved by Governors' Policy Committee | Review Date | Page 7 of 7 |
|---------------|--|---|--|----------------|
| March 2005 | 28 June 2017 | 3 July 2017 | Summer Term 2020 Review- three yearly | |