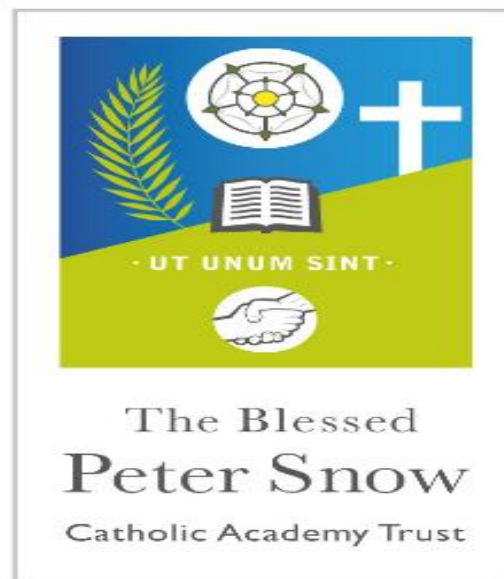


BLESSED PETER SNOW CATHOLIC ACADEMY TRUST



Publication Scheme of Information available under the Freedom of Information Act.

July 2016

1. **Our Values**

The Catholic Voluntary Academies which form the Blessed Peter Snow Catholic Academy Trust are distinctive as we provide grounding in the Catholic Faith for all our children. The special character of our Catholic academies is the quality of the religious teaching, integrated into the overall education of our children. Our beliefs, which are Gospel centred, affect the way we live, making our academies living examples of Christ and His teachings.

"Education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short, it is about imparting wisdom. And true wisdom is inseparable from knowledge of the Creator." (Pope Benedict XVI, Address to Teachers and Religious, Twickenham, September 2010).

Our Academies therefore operate and are informed by the following four key principles of Christian formation:

- **Places of Discipleship**
- **Places where Communities are created**
- **Places of Learning**
- **Places where we treasure God's World**

In light of the above principles, the Trust aims to:

- ensure secure, welcoming and engaging environments in which all individuals learn to value and respect both themselves and others
- provide all individuals with the opportunities to achieve excellence, to develop their full potential as human beings and to encourage and challenge them to do so
- uphold the unshakable belief in the unique potential of each child, student and member of staff
- provide a curriculum that initiates students into the knowledge, values, attitudes and skills they need to become mature Christian adults in their personal, social, family and working lives.

2. **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; 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.

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.

3. **Classes 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 for each of our schools. 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 seven broad topic areas:

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that 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.

4. **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Trust, information will be provided on the schools' websites. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, you may request information as detailed below.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Trust/school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

How to request information

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

St John Fisher:

Email: headteacher@stjohnfisher.org.uk

Tel: (01924) 527000

Fax: (01924) 527004

Contact Address:

St John Fisher Catholic Voluntary Academy Oxford Road Dewsbury WF13 4LL

Our website is at (www.stjohnfisher.org.uk)

Sacred Heart

Email: admin@sacredheart.calderdale.sch.uk

Tel: (01422) 831360

Fax: (01422) 839734

Contact Address: St Peter's Avenue, Sowerby Bridge HX6 1BL

Our website is at www.sacredheart.calderdale.sch.uk

St Malachy

Email: head@st-malachys.calderdale.sch.uk

Tel: (01422) 244628

Fax: (01422) 242088

Contact Address: Furness Place, Illingworth, Halifax HX2 8JY

Our website is at www.stmalachysprimary.org.uk

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

If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it.

5. 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 it 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

Who we are and what we do

Organisational information, structures, locations and contacts.

We would expect information in this class to be current information only.

- **Articles of Association**

The Articles of Association is the document which records the name and category of the Academy and the name and constitution of its academy council.

- **School prospectus and curriculum**

The contents of the school prospectus (if any).

Once a prospectus has been published and made available to parents access to it is available to anyone.

An outline of the school curriculum.

- **Trust and Academy Council**

The names of the Trustees and governors are available, and the basis on which they have been appointed, along with details of how to contact them via the schools.

- **School session times and term dates**

Details of school session times and dates of school terms and holidays.

- **Location and contact information**

The address, telephone number, email address and website for the school together with the names of key personnel.

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- **Annual budget plan and financial statements**

Details of the sources of funding and income provided to the school/Trust by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the annual income and expenditure returns.

Details of items of expenditure over £5000, including costs, supplier and transaction information.

- **Capital funding**

Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects.

- **Financial audit reports**

- **Procurement and contracts**

Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.

- Pay policy

The statement of the Trust/school's policy and procedures regarding teachers' and support staff pay.

- **Staff allowances and expenses**

Details of the allowances and expenses that can be incurred or claimed. This will include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information will be produced in line with the Trust/school's policies, practices and procedures and will include travel, subsistence and accommodation. For the purpose of this document, "senior staff" means staff on the Senior Management or Leadership Team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum.

- **Staff pay and grading structures**

The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational structure and will include, as a minimum, the salaries for senior staff as defined above. Those salaries will be stated in bands of £10,000. For more junior posts, levels of pay will be identified by salary range.

- **Trust Board Members' and Governors' allowances**

Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Below is a list of the type of information that we will have readily available for publication. If the information is readily and publicly available via an external website, the school may instead provide a direct link to that.

- **Performance data supplied to the government**

- **Latest Ofsted report**

The schools will provide a link to its report on the Ofsted website.

- **Performance management information**

Performance management policy and procedures adopted by the governing body.

- **The Trust/ school's future plans**

Any major proposals for the future of the Trust or individual school involving, for example, consultation on a change in school status.	
<ul style="list-style-type: none"> Safeguarding and child protection The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State. 	
How we make decisions Decision-making processes and records of decisions.	
<ul style="list-style-type: none"> Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal. Information on application numbers/patterns of successful applicants (including criteria on which applications were successful). Minutes of meetings of the governing body and its committees Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting. 	
Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.	
<ul style="list-style-type: none"> School policies and other documents This includes policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. Required policies listed on the Department for Education's website and policies and procedures for handling information requests. Examples are listed below. 	
Class	Description
Home – school agreement	Issued to parents prior to admission.
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sexual Health and Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs and Disabilities 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.
Equality Policy	Statement of policy for promoting equality

Collective Worship and Spiritual Formation	Statement of policy for worship and pupil spiritual development.
Careers Education Policy	Statement of the programmes of careers education provided for Key Stages 3 and 4.
Safeguarding / Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline/ Positive Behaviour	Statement of general principles on behaviour and discipline.
Anti – Bullying policy	Measures taken by the school to prevent bullying.
Admissions Policy	Arrangements determined for admission of students to Nursery, Reception, Year 7 and the sixth form as appropriate.
Drugs education Policy	Policy for the education of students about drugs and harmful substances
Education of Looked After Children	Specific notes on the care and education of looked after children.
Examinations	Policies regarding the entry of students for examinations and protocols for appeals etc
Management of Medical Conditions	Care of students with medical conditions that require management by staff.
Teaching and Learning	Principles for the delivery of Teaching and Learning
Quality Assurance	Principles for ensuring the quality of provision enjoyed by pupils.
Assessment	Principles applied when assessing students work and contribution to school.

- **Records management and personal data policies**
This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.
- **Equality and diversity**
This will include policies, schemes, statements, procedures and guidelines relating to equal opportunities.
- **Policies and procedures for the recruitment of staff**
If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
- **Charging regimes and policies**
Details of any statutory charging regimes will be provided. Charging policies will include charges made for information routinely published. These will clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

<p>If the school charges a fee for licensing the re-use of datasets, it will state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.</p>
<p>Lists and registers</p> <ul style="list-style-type: none"> • Curriculum circulars and statutory instruments Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum. • Disclosure logs If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice. • Asset register Some information from capital asset registers to be available. • Any information the school is currently legally required to hold in publicly available registers
<p>The services we offer Information about the services the school provides including leaflets, guidance and newsletters.</p>
<p>Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:</p> <ul style="list-style-type: none"> • Extra-curricular activities • Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees • Leaflets, booklets and newsletters

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 at the School address. Unresolved issues need to be addressed in writing with the Chair of Academy Council via the School, followed by the Chair of the Trust Board whose address is The Blessed Peter Snow Academy Trust, Oxford Road, Dewsbury, WF13 4LL.

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 545 745

E Mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

Appendix 1

Privacy Notice - Data Protection Act 1998

The Trust through its academies, processes personal data about its pupils and is a 'data controller' for the purposes of the Data Protection Act 1998. We collect information from pupils and parents, and also receive information from any previous schools.

We hold this personal data and use it to support 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, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give any of this information to anyone outside of the school, other than the agencies listed below, without your consent or unless the law requires it.

We are required by law to pass some of your information to the Local Authority (LA), the Department for Education (DfE) and Careers' Services (for children of 13 years and over). We also share data with a number of other agencies and the details of these can be found on the Kirklees and Calderdale Council websites.

You have the right to know what information we hold and share about you. If you want to see a copy of the information, then please contact the school 01924 527000.

If you require more information about how Kirklees Council stores and use this data please go to the Kirklees Council website <http://www.kirklees.gov.uk/community/education-learning/PrivacyNotice-Additional.pdf>. If you unable to access the website and would like a paper copy of the information please contact the school.

If you require more information about how Calderdale Council stores and use this data please go to the Calderdale Council website <http://www.calderdale.gov.uk/education/parents/childrens-records>. If you unable to access this website and would like a paper copy of the information please contact the school.

If you would like to get in touch with Kirklees Council, Calderdale Council and/or the Department of Children, Schools and Families please contact:

- Kirklees Information Access Officer
telephone: 01484 225985
email: data.protection@kirklees.gov.uk
- Corporate Information Manager for Calderdale
email: information_management@calderdale.gov.uk
telephone 01422 392298
Address: Calderdale Council, Town Hall, Halifax HX1 1UJ

- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
telephone: 0870 000 2288
email: info@dczf.gsi.gov.uk
website: www.dcsf.gov.uk

Children of 13 years and over

Once you are aged 13 or over the school is legally required to pass on certain information to Careers services providers.

The information includes the name and address of the pupil and the parent, and any further information relevant to the Connexions services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed on. Please inform the school if you wish to opt out of this arrangement. For more information about this, please contact the Local Authority.

Equality Impact Assessment

Schools	St John Fisher Catholic Voluntary Academy Sacred Heart Catholic Voluntary Academy St Malachy's Catholic Primary School a Voluntary Academy.
Date	23.04.2016
Lead member of staff	K Higgins (headteacher)
Other involved staff/role	S McManamin (Headteacher) A McNally (Headteacher) Rev Dr JD Cortis (Chair of Trust)

Proposed Plan

Background/ how this proposal has come about

Reason for proposal – to introduce new practice/provision
to change or reduce practice/provision
to remove practice/provision

Main stakeholders

Any legislation or guidance that informs the proposals

Update of Publication Scheme of Information available under the Freedom of Information Act for Trust and individual schools.

Is the proposal likely to have an adverse impact on compliance with the Equality Duty?

Eliminating unlawful discrimination, harassment and victimisation **Y/N**

Promoting equality of opportunity **Y/N**

Fostering good relations **Y/N**

Please explain

Scheme should have positive impact on each of the above.

Consultation Process

With whom do you plan to consult?

How?

Where is the evidence of the consultation?

<p>Each Academy Council. Trust Board Mission Committee. Full Trust Board</p> <p>Minutes of meetings.</p>
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Potential Issues NONE

Characteristic	Impact of proposal (specify if impact is to pupil, parent/carer, staff, Academy Councillor, other)	Positive Negative Neutral	Can barrier be removed? Y/N
Disability	Whilst there may be little material impact, this document guarantees that those in this group have access to key information that may affect them.	Positive	
Race	As above	Positive	
Sex	As above	Positive	
Gender reassignment	As above	Positive	
Pregnancy, maternity	As above	Positive	
Religion/belief	As above	Positive	
Sexual orientation	As above	Positive	
Marriage, civil partnership	As above	Positive	
Age	As above	Positive	