

This is Notre Dame Catholic College's Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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 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.

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 and the Governing Body is responsible for the maintenance of this scheme.

2. Aims and Objectives

The School aims to:

- ❖ enable every pupil to fulfil their learning potential, with education that meets the needs of each pupil;
- ❖ help every pupil develop the skills, knowledge and personal qualities needed for life and work;
- ❖ achieve these aims by following the school's Vision Statement that is clearly stated in the prospectus and on the school website;

The 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:

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School Prospectus – information published in the school prospectus.

Governors’ Documents – information published in the Governing Body documents.

Pupils & 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.

4. 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. Contact details are set out below or you can visit our website at www.notredameliverpool.com

Email: ao@notredame.liverpool.sch.uk

Tel: 0151 235 1600

Fax: 0151 207 0904

Contact Address:

Notre Dame Catholic College
Great Homer Street
Liverpool
L5 5AF

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

If the information you’re looking for isn’t available via the scheme and isn’t on our website, 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 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 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.

6. Classes of Information Currently Published

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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)¹:</p> <ul style="list-style-type: none"> • Welcome from the Headteacher • About Us – a brief history of the school • We Believe – what we believe parents are looking for in a school • Our Vision • Our Curriculum Aims • School Day • School Activities • Pupil Premium – details of how we spend the Pupil Premium money we receive • How we Performed – our latest exam results • How to Apply and admissions information •

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the 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 body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of meeting of the governing body and its committees	<ul style="list-style-type: none"> • Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

Policies relating to pupils and curriculum - This section gives access to information about policies that relate to pupils and the school curriculum².

Class	Description
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils
Curriculum Policy/Curriculum Statement	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this. The information is provided at a whole school level rather than individual basis.

² It is not school policy to charge for providing this information, but where the school does incur costs a small donation would be appreciated.

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Relationships and Sex Education Policy	Statement of policy with regard to relationships and sex education
Special Education Needs and Disabilities Policy	Information about the school's policy on providing for pupils with special educational needs and disabilities
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
Equal Opportunities and Anti-Harassment Policy	Statement of policy for promoting equality across the school
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education and Guidance Policy	Statement of the programmes of careers education provided for pupils
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Behaviour Management Policy	Statement of general principles on managing behaviour and discipline

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 the summary of the report and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging Policy	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	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 Policy	Statement of policy and procedures for dealing with complaints
Teacher Appraisal Policy and Support Staff Appraisal	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 Discipline and Grievance Policy	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

7. Feedback and Complaints

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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 Mr A Rannard, Acting Headteacher.

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 545 700
E Mail: publications@ic-foi.demon.co.uk.
Website: www.informationcommissioner.gov.uk

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Annex A – Further documents held by the school

Name of Document	Description
Absence Management of Staff	
Academic Assessments	
Admissions Policy	Statement of admissions arrangements and criteria for admission
Anti-Aggression Policy	Statement of the school's policy for dealing with acts of aggression
Anti-Bullying Policy	Statement of the school's procedures to prevent and deal with bullying
Arts Policy	Statement of the school policy for arts
Asthma Policy	Statement of the school's policy when dealing with pupils with asthma
Attendance Policy	Statement of the school's policy on raising attendance and dealing with issues of attendance
Behaviour Management Policy	Statement of the school's policy for managing pupil behaviour
Best Value Policy	Statement of the school's policy to ensure best value
Capability (Teachers)	
Care and Control Policy	Statement of the school's policy on the use of positive handling of pupils and the safeguards around their care
Careers Education and Guidance (CEG)	Statement of the school's policy for Careers Education and Guidance
Chaplaincy Policy	Statement of the school's policy for chaplaincy
Charging Policy	Statement of the school's policy for charging pupils for various services
Child Looked After	Statement of the school's policy for supporting and caring for pupils in public care
Collective Worship	Statement of school's policy for collective worship
Community Cohesion Policy	Statement of the school's policy for developing and sustaining community cohesion
Complaints Policy	Statement of the school's policy for making complaints
Confidentiality	Statement of the school's policy for ensuring confidentiality for staff, pupils and other stakeholders
Controlled Assessments	Statement of policy for controlled assessments
Cover Policy	Statement of cover policy arrangements for staff
Credit Card	Statement for use of credit card for school purchases
Curriculum Policy/Curriculum	Statement on the school's policy for the development and implementation of the curriculum

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Statement	
Discipline Policy (Staff)	Statement of the school's policy for dealing with matters of staff discipline
Drug and Alcohol Education Policy	Statement of the school's policy for dealing with drug and alcohol education
Equal Opportunities and Anti-Harassment Policy	
E-Safety Policy	Statement of the school's policy for ensuring pupil safety when using the internet
Examinations Policy	Statement on the School's policy for examinations
External Visitors to the School Policy	Statement of the school's policy for dealing with external visitors to the school
Financial Management Policy	Statement of the school's guidance for ensuring secure financial management
Fire Safety Policy	Statement of the school's policy for ensuring fire safety
Freedom of Information Publication Scheme	Statement of school's policy on freedom of information
Grievance Policy (Staff)	Statement of school's policy for staff grievance
Guidelines on School Visits	Statement of the school's guidance on organising and undertaking visits
Health and Safety Policy	Statement of school's policy on health and safety
Healthcare Plans and Administration of Medicines	
Healthy Eating Policy	Statement of the school's policy on food and developing healthy eating across the school
Homework Policy	Statement of the school's policy on homework
Initial Teacher Education and Graduate Trainees and Student Associates Policy	Statement of the school's policy for the induction of ITT, GTP and pupil associates
Instrument of Government	
Learning and Teaching Policy	Statement of the school's policy for ensuring high standards of learning and teaching
Learning Support Assistants Policy	Statement of the school's use of learning support assistants
Lettings Policy	Statement of the school's policy on letting of school premises
Literacy Policy	Statement of the school's policy for developing literacy across the school
Marking policy	Statement of the school's policy on marking of pupil work
Maternity/Paternity/Adoption Leave Policy for Staff	

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More Able and Talented Provision Policy	Statement of the school's policy on provision for pupils identified as more able and/or talented
Mobile Phone Policy	Statement of the school's policy on staff mobile phone usage
Newly Qualified Teachers Policy	Statement of the school's policy for the induction of NQTs
Numeracy Policy	Statement of the school's policy for the development of numeracy across the school
Pastoral Care policy	Statement of the school's policy for ensuring pastoral care for all pupils
Pay Policy	Statement of the school's policy on pay
PSHCE	Statement of the school's policy for personal, and social development of pupils
Physical Activity Policy	Statement of the school's policy on promoting and engaging staff and pupils in physical activity
Pupil Premium	
Relationships and Sex Education Policy	Statement of the school's policy on relationships and sex education
Retention of Documents Policy	Statement of the school's policy for retention documents and information
Safeguarding Policy	Statement of the school's policy on safeguarding
Safer Recruitment Policy	
School Fund	
SEND Special Educational Needs and Disabilities	Statement of the school's policy for pupils with special educational needs and disabilities
Sixth Form Policy	Statement of the school's policy for developing and maintaining the sixth form
Social Inclusion Policy	Statement of the school's policy for ensuring inclusion of all pupils.
Shared Parental Leave for Staff	
Sixth Form Policy	
Social Inclusion	
Subsistence Allowances	Statement of the school's policy on subsistence allowances for staff
Teacher Appraisal and Support Staff Appraisal Policy	Statement on the school's policy for the performance management of staff
Transition Policy	Statement of the school's policy for Transition
Whistleblowing Policy	Statement of the school's policy on ensuring a supportive and confidential system for staff to raise serious concerns

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Work Experience Policy	Statement of the school's policy on work experience
Work/Life Balance Policy	Statement of the school's policy for ensuring a work/life balance for staff
Work Related Driving Policy	Statement on the school's policy for ensuring safe practice around work related driving
Work related Learning and Enterprise Education Policy	Statement of the school's policy for developing and implementing work related learning and enterprise education
Young Carers	Statement on the school's policy for young carers

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