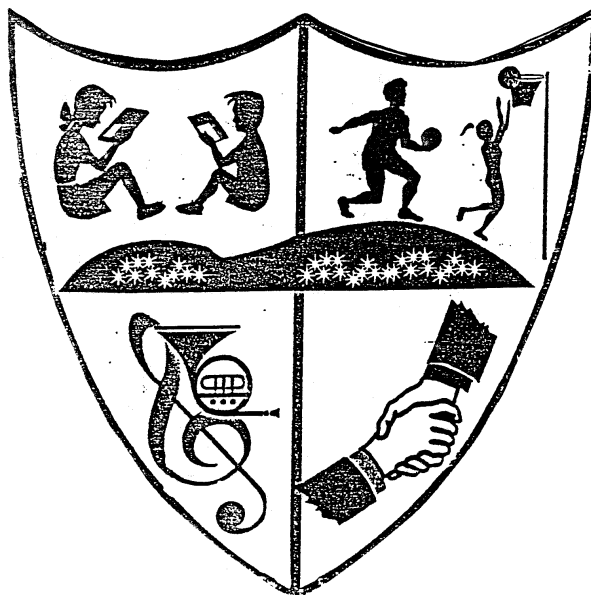


St. Colman's Primary School and All Saints' Nursery Unit Annacloy

"to develop the full potential of each pupil in our care"



Information Policy

October 2016

Acting Principal: Mr. K. O'Neill (B.Ed (Hons), PQH(NI))

Phone Number: 028 40671363

Web: www.stcolmansandallsaints.co.uk

Email: info@stcolmans.annacloy.ni.sch.uk

Twitter: @stcolmansps



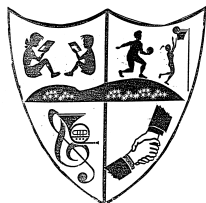
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School Aim:

"to allow each child to fulfil their full potential"



Vision Statement

To be a caring school where childhood and community are valued; one, which inspires learning for life and develops the personal qualities needed to succeed in a rapidly changing world.

Mission Statement

We believe that each child will succeed through experiencing quality in:

- A broad and challenging curriculum
- Innovative teaching and an investigative approach to learning
- A stimulating learning environment
- An enriching programme of extra-curricular activities and visits
- A rich, varied and up-to-date range of learning resources
- An ethos of support, challenge and encouragement to succeed
- Learning partnerships between the school, home and parish community

We demonstrate our commitment to working as a learning community by:

- Striving for continuous improvement in all that we do
- Working collaboratively towards common goals
- Being an Investor in People and Pupils

Aims for the Pupils

St. Colman's Primary School and All Saints' NU (Annaclone) promotes high achievement and learning for life by working with the staff and children to:

- Develop enquiring minds and a spirit of curiosity
- Encourage excellence
- Achieve their highest standards in all areas of the curriculum
- Have high self esteem - respecting themselves, others and the environment by our positive approach to behaviour thus ensuring that each individual is motivated to do his/her best
- Be able to work independently and collaboratively
- Be an integral part of the Parish community - one which fosters a faith commitment to Christ and prepares pupils for a fuller participation in the life of the Church
- Seek to extend themselves in mind, body and spirit
- Become highly motivated life-long learners
- Gain advanced technological skills
- Be flexible and adaptable for the modern world

Our School Values:

- Happiness and enjoyment
- Effort, attitude and perseverance
- Team, school and community spirit
- Honesty, fairness and trustworthiness
- Respect and tolerance
- Politeness, kindness and caring
- High standards of behaviour
- Partnership

School Ethos

St Colman's Primary School and All Saints' NU sets out to create a caring and supportive environment, where all children can develop intellectually, emotionally, physically, socially, morally and spiritually.

In addition, the delivery of the curriculum is designed to develop interest and motivation in children using enthusiastic teaching and interesting and relevant learning activities.

- Children are encouraged to achieve high standards and are given as much help as they may need in order to achieve success.
- There are many extra curricular activities that encourage co-operation and discipline through team games. Children are further encouraged through a variety of musical/dramatic productions to develop self-discipline.
- Within this context there is a code of discipline that is consistently enforced to ensure that the education of children take place in an orderly and caring environment.
- Through continual monitoring of individual children's achievements, class teachers provide work pitched at a level that challenges each child yet does not frustrate.
- Good relationships within the School are vital. The staff set an example by working well together with a harmony of purpose and providing an interesting and caring environment within their classrooms.
- As part of the pastoral dimension of the School, children are taught how to care for others, to respect other people's points of view and to respect property. Children are encouraged to contribute to charity and to help people who are less fortunate than themselves.

We are a catholic maintained co- educational school seeking to promote throughout the school community an ethos, which reflects the Christian teaching and values.

We see the school as part of the wider community, responsible to it and providing an important community service. We take seriously our links with the community and encourage the involvement and interests of parents and others in the welfare of individual children and the school as a whole.

We seek to provide an excellent educational service - one that is planned and developed to the highest professional standards so that each pupil may benefit to the full.

RATIONALE

There are three pieces of legislation that govern information held in schools and public/parental right to access this information.

The **Freedom of Information Act 2000** came into force in January 2005 and gives any person legal rights of access to information which is held by a public authority. The Freedom of Information Act aims to promote openness and accountability. The school has 20 days to respond to requests under this legislation.

The **Data Protection Act of 1998** gives individuals the right to find out what information the government and other organisations stores about you (and your children). The school has 40 days to respond to requests under this legislation.

The **Education (Pupil Records) Regulations (NI) 1998** gives parents rights to access educational information held about their children. The school has 15 days to respond to requests under this legislation.

In practice, parents may not know which legislation under which they are applying for information and it will be up to the school to decide how to deal with any ambiguities in the information request.

The Data Controller and Designated Officer for Freedom of Information requests at St. Colman's PS and All Saints' NU is: **THE PRINCIPAL**

Should you wish to make a request under the Freedom of Information Act or the Data Protection Act you should put your request **in writing** (this includes fax and e-mail) to:-

The Principal
St. Colman's PS and All Saints' NU
Annaclone
Co. Down
BT32 5LS
Telephone :- 02840671363
E-mail:- info@stcolmans.annaclone.ni.sch.uk

You should provide us with your name and address and describe clearly the information that you require.

We will:-

1. acknowledge your request
2. confirm or deny that we hold the information requested
3. satisfy the request within 15-40 school days (*depending upon the legislation being applied to request the data*)
4. if we are not able to comply with your request we will write to you to state the reason for refusal within the terms of the legislation.
5. we will then advise you of the appeal procedure

St. Colman's Primary School and All Saints' Nursery Unit
April 2016 - FoI

St. Colman's PS and All Saints' NU has prepared a Publication Scheme, attached which details information published by the school and how it can be obtained.

The Publication Scheme on information which is available under the Freedom of Information Act 2000 can be found on ICO website.

The governing body are responsible for maintenance of this scheme.

1 Introduction:

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOI Act 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;**
- **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.

This document also covers personal information that the school may release under both the Data Protection Act or Education Regulations Act.

Exemptions

Certain information is subject to either absolute or qualified exemptions and may not be made available to the public. Unless it is in the public interest to withhold information, it has to be released. We will apply the public interest test before any qualified exemptions are applied. When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

There are additional exemptions for individual pupil information outlined in section 7.

2 Principles of St. Colman's PS and All Saints' NU

The Board of Governors, School Staff and Parents have worked together to establish a community based catholic maintained, co-educational, all-ability school, which is open to everyone based on the following principles:-

- The School exists to educate all pupils who may wish admittance but especially those from the designated catchments which are contained in the school's admissions policy and procedures. Admission is by the admissions guidance as published in the EA (S) admissions procedures. The Religious Education Programme and spiritual life of the School encourages children to reach maturity in their own

faith, as well as introducing them to the ideas, beliefs and practices of other religions and philosophies.

- Children of all abilities are welcomed at St. Colman's and All Saints and are given the opportunity to reach their full potential. Through the curriculum and extra-curricular life of the School, students participate in an outstanding educational experience that facilitates their all-round development, enabling them to play an active role in society when they leave the School and progress to post primary education. The School has attained the Inclusion Quality Award and is seen as a centre of Excellence for Inclusion and Inclusive practise.
- St. Colman's and All Saints' is committed to developing confidence, self-esteem and self-discipline in all students. There are high expectations of all students and the School has a caring environment where pupils are encouraged to identify and work through their problems or difficulties.
- Discrimination, on any grounds, is not tolerated at St. Colman's and All Saints. The utmost care is taken to ensure that all students are treated fairly and equally and to ensure that there is no discrimination based on gender, religion, social background or ability. The School has developed an Equal Opportunities policy for all.
- Parents are encouraged to participate in the life of the School as active partners in the educational process. Meaningful parental involvement is central to the success of inclusive catholic education and the School will continue to be most effective in terms of academic learning, behaviour and personal development if it works closely with its parents.

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 4 broad topic areas:

- **School Prospectus** - information published in the school prospectus.
- **Governors' Documents** - information published in the Governors Annual Report and in other governing body documents.
- **Students & 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 Principal by telephone, email, fax or letter.

Contact details are set out below:

Principal
St. Colman's PS and All Saints' NU
ANNA CLONE
Co. Down
BT32 5LS

Principal Email: info@stcolmans.annaclone.ni.sch.uk

Tel: 028 8675 7096

Fax: 028 8675 7097

To help us process your request quickly, please clearly mark any correspondence **"INFORMATION REQUEST"** (in CAPITALS) and, if known, please quote the legislation being invoked – Freedom Information Act, Data Protection Act or Education Regulations Act.

If the information you are looking for is not available via the scheme **[and is not on our website]**, you can still contact the school to ask if we have it using the procedure identified at the beginning of this document.

5 Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider.

Single copies of information covered by this publication are usually provided free unless stated otherwise in section 6.

If your request means that we have to do a lot of photocopying or printing, time spent by members of staff on preparing documents, paying 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.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made for routinely published material will be justified and transparent and kept to a minimum.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 1p per sheet (black & white)	Actual cost will include admin charges based on time copying etc
	Photocopying/printing @ 3p per sheet (colour)	Actual cost will include admin charges based on time copying etc
	Postage	Actual cost of Royal Mail standard 2 nd class

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>

6 Classes of Information Currently Published

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

Class	Description
School Prospectus	<p>The statutory 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 names of the head teacher and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • details of the school day • information about the school's policy on providing for pupils with special educational needs • complaints procedure • Curriculum assessment results available on request

Governors' Annual Report and other information relating to the governing body- this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ol style="list-style-type: none"> 1. Organisation and Management of the School 2. Membership of the Board of Governors 3. Responsibilities of Governors 4. Admissions Information 5. School Staffing and Appointments 6. Summary of the Curriculum Policy 7. End of Key Stage Results 8. School Attendance and Enrolments 9. Links with Parents 10. Audited Financial Statements
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 • If the school has a religious character, a description of the ethos • The date the instrument takes effect



St. Colman's Primary School and All Saints' Nursery Unit
April 2016 - Fol

Minutes¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees.
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¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Students & Curriculum Policies –

This section gives a list of policies available that relate to pupils and the school curriculum.

Policy
Acceptable Use Policy
Anti-Bullying Policy
Assessment Policy
Child Protection Policy
Curriculum Policy
Differentiation Policy
Discipline Policy
Drugs Awareness Policy
Educational Visits Policy
Equal Opportunities Policy
Homework Policy
SEN Policy
Literacy Policy
Marking Policy
Monitoring Policy
Numeracy Policy
Pastoral Care Policy
Road Safety Policy
Suspension and Expulsion Policy



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St. Colman's Primary School and All Saints' Nursery Unit
April 2016 - FoI

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
Education and Training Inspectorate (ETI) published reports 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-ETI inspection action plan	A plan setting out the actions required following the last ETI inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
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
Performance Management of 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
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the principal or governing body relating to the curriculum

Other Information available

Admissions Policy
Career Break Policy
Critical Incident Policy
Induction Policy for New Staff
Freedom of Information
Induction for Beginning Teachers Policy
Salary Policy
School Development Plan
Staff Development Policy

Some of this information is available on our website or can be requested from the School. Our website is at www.stcolmansandallsaints.co.uk

7. Information about individual students

Parents (or other legal guardians) may request information about their child's performance, behaviour, attendance, notes on documents pertaining to their child or minutes from meetings where an aspect of their child's behaviour/attendance/performance/presentation was discussed within the school.

The only exception to full disclosure will be where information requested relates to a Child Protection matter and where releasing the information may put either a child at risk, expose names of adults who have a reasonable expectation of anonymity or jeopardise any ongoing investigations.

In which situation, the school reserves the right to refuse to release any information or to release only partial information with key data redacted.

8. 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:

Principal
St. Colman's PS and All Saints' NU
ANNA CLONE
Co. Down
BT32 5LS

Principal Email: info@stcolmans.annaclone.ni.sch.uk

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: 08456 306060 Website : www.ico.gov.uk

St. Colman's Primary School and All Saints' Nursery Unit
April 2016 - Fol

Appendix 1

Guide to information available from St. Colman's PS and All Saints' NU School under the model publication scheme

Information to be published. This includes datasets where applicable - please see "How to complete the Guide to Information".	How the information can be obtained	Cost
Class1-Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	£
Who's who in the school	Website	N/A
Who's who on the governing body / board of governors and the basis of their appointment	Website	N/A
Instrument of Government / Articles of Association	Website	N/A
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	N/A
School prospectus (if any)	Website	N/A
Annual Report (if any)	Website	N/A
Staffing structure	Website	N/A
School session times and term dates	Website	N/A
Address of school and contact details, including email address.	Website	N/A
Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website) Hard copy	£
Annual budget plan and financial statements	Hard copy	£

Capital funding	Hard copy	£
Financial audit reports	Hard copy	£
Details of expenditure items over £2000 - published at least annually but at a more frequent quarterly or six- monthly interval where practical.	Hard copy	£
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy	£
Pay policy	Hard copy	£
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	£
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	£
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	£

St. Colman's Primary School and All Saints' Nursery Unit
April 2016 - FoI

Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy)	£
Performance management policy and procedures adopted by the governing body.	(hard copy)	£
Performance data or a direct link to it	Website	N/A
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	(hard copy)	£
Safeguarding and child protection	Website	N/A

Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy through Governor Minutes)	£
Admissions policy/decisions (not individual admission decisions) - where applicable	Website	N/A
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	(hard copy through Governor Minutes)	£
Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	(hard copy or website)	£
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	(hard copy or website)	£
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	(hard copy or website)	£
Class 6 - Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may	£



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April 2016 - Fol

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Curriculum circulars and statutory instruments	(hard copy or website)	£
Disclosure logs	(hard copy or website)	£
Asset register	(hard copy or website)	£
Any information the school is currently legally required to hold in publicly available registers	(hard copy or website)	£
Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	£
Extra-curricular activities	Website	N/A
Out of school clubs	Website	N/A
Services for which the school is entitled to recover a fee, together with those fees	(hard copy)	£
School publications, leaflets, books and newsletters	Website	N/A