

St. David's Church in Wales Primary School



Publication Scheme



Our full title and address for sending requests for any documents is:
St. David's C/W Primary School, Colwinston, Vale of Glamorgan, CF71 7NL

The person responsible for maintenance of this scheme is: Mrs C Hoffrock

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 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.

2. 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 5 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

1. **School Prospectus** - information published in the school prospectus.
2. **Governors' Documents** - information published in the Governors' Annual Report and in other governing body documents.
3. **Pupils & Curriculum** - information about policies that relate to pupils and the school curriculum.
4. **School Policies** - information about policies that relate to the school in general.

3. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: **StDavidsPS@valeglamorgan.gov.uk**

Tel: **01656 656447**

Fax: **As Above**

Contact Address: **St.David's C/W Primary School, Colwinston, Vale of Glamorgan, CF71 7NL.**

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

4. Paying for information

Single copies of information covered by this publication scheme are provided free unless stated otherwise. 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 for a particular item this is indicated in the boxes in Section 5 by a £ sign following the description of the item.

5. Classes of Information Currently Published

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

Class	Description
School Prospectus	<ol style="list-style-type: none"> 1. Name, address and telephone number of the school 2. Name of the head teacher 3. Name of the current chair of governors 4. The classification of the school as <ul style="list-style-type: none"> • Community, foundation, voluntary controlled, voluntary aided, community special or foundation special school • Primary, middle or special school; • Comprehensive, grammar or partially selective; • Co-educational or single-sex school; • Day, boarding or both. 5. The language of the school as shown in their PLASC category. (See guidance <i>Defining schools according to Welsh medium provision</i> available at http://wales.gov.uk/topics/educationandskills/publications/guidance/definingschools?lang=en) 6. Any affiliation of the school with a particular religion or religious denomination. 7. Details of the admissions policy for pupils of different ages, including those above or below compulsory school age (not applicable for special schools) and special arrangements for the admission of, and to enable access for, disabled pupils. 8. Secondary schools (but not special schools) should also include details of the number of places for each relevant age group which were available at the start of the preceding year, the number of written applications or preferences, the number of appeals made and the number of them that were successful. 9. Details of any arrangements for parents to visit the school. 10. A statement on the ethos and values of the school. 11. Information about the curriculum, the organisation of education and teaching methods. This should include details of any special arrangements made for particular groups of pupils including those with special educational needs. 12. A summary of the content and organisation of sex education 13. Details of any careers education and any arrangements for work focused experiences for pupils. 14. A summary of the religious education provided at the school and details of how a parent, or sixth-form pupil, can exercise their right to choose not to participate in religious education and of any alternative provision made for such pupils.

15. A summary of the school policies and arrangements in relation to
 - a. provision for children with special educational needs.
 - b. supporting and promoting the education achievement of looked after children.
 - c. charging for optional extras and details of the policies in relation to circumstances where these charges will be waived.
 - d. equal opportunities
16. Details of the member of staff designated as having responsibility for promoting the educational achievement of looked after children.
17. Information about any determination made in relation to the character of collective worship in the school.
18. A summary of the sporting aims of the schools and details of arrangements for pupils to participate in sport and extra-curricular sports activities.
19. Details of the term dates and session times for the school for the year to which pupils are being invited to apply for admission.
20. The arrangements made to ensure the security of pupils, staff and the school premises.
21. A summary of the key features of the home-school agreement.
22. A brief statement about the use of the Welsh language in the school, to ensure that parents and prospective parents can gain a full understanding of the linguistic character of the school. This should include
 - a. use of Welsh as a language of instruction in different key stages, different subjects and - if appropriate - the availability of alternative instruction in English;
 - b. details about the use of Welsh as a usual language of communication at the school outside of formal instruction;
 - c. any restriction to the ability to choose the language of instruction;
 - d. arrangements at the school for facilitating continuity for pupils instructed through the medium of Welsh whilst registered at the school or when transferring from primary to secondary school; and,
 - e. details of any exception from the National Curriculum in Welsh as long as inclusion of this information does not identify an individual pupil affected.
23. The most recent school comparative report(s) of performance in end of key stage teacher assessments (DEWi contextual reports) and, for schools with pupils following key stage 4 study programmes, the most recent Summary of Secondary School Performance (SSSP).
24. Secondary schools should include details of the proportion of pupils aged 15 or 16 at the start of the previous academic year who
 - a. continued in full-time education, training or work based learning
 - b. went on to employment
 - c. are known to have neither continued in education nor gained employment, or
 - d. whose destination is unknown.
25. Details of the most recent annual attendance and absence figures for the school.
26. A statement of how a complaint can be made.

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>Details of the arrangements for the next annual parents' meeting to include time, place, purpose and agenda, and a report on any consideration made in relation to any resolutions passed at the previous annual meeting.</p> <p>Details about the members of the governing body and the clerk to include</p> <ul style="list-style-type: none"> • name, • category of governor • if they are an ex-officio governor • if they are not an ex-officio governor the date on which their term of office comes to an end • if an appointed governor, who appointed them • the name and address of the chair and the clerk <p>Information, if available, about the arrangements for the next election of parent governors.</p> <p>A financial statement, to include</p> <ul style="list-style-type: none"> • The section 52 statement provided by the local authority; • A summary of how the school's budget was used; • Details of any gifts and their use • Details of the total amounts paid for travel and subsistence to members of the governing body. <p>The most recent school comparative report(s) of performance in end of key stage teacher assessments (DEWi contextual reports) and, for schools with pupils following key stage 4 study programmes, the most recent Summary of Secondary School Performance (SSSP).</p> <p>The most recent annual attendance and absence figures for the school.</p> <p>Details of the steps taken to develop and strengthen the school's links with the community including with the police.</p> <p>The most recent targets for improvement and for reducing absences agreed by the governing body with the local authority.</p> <p>Details of arrangements for pupils to participate in sport and extra-curricular sports activities.</p> <p>A summary of any review undertaken and any action taken as a result and details of any policy or strategy adopted by the governing body.</p> <p>Details of the term dates and session times for the school for the year for which pupils are being invited to apply for admission.</p> <p>Information about any changes to information in the school prospectus.</p> <p>Information about the curriculum, the organisation of education and teaching methods. This should include details of any special arrangements made for particular groups of pupils including those with special educational needs.</p>

	<p>The language of the school as shown in their PLASC category. See the guidance <i>Defining schools according to Welsh medium provision</i> available at http://wales.gov.uk/topics/educationandskills/publications/guidance/definingschools?lang=en</p> <p>A brief statement about the use of the Welsh language in the school, to ensure that parents and prospective parents can gain a full understanding of the linguistic character of the school. This should include</p> <ol style="list-style-type: none"> a. use of Welsh as a language of instruction in different key stages, different subjects and if appropriate the availability of alternative instruction in English, b. details about the use of Welsh as a usual language of communication at the school outside of formal instruction; c. any restriction to the ability to choose the language of instruction; d. arrangements at the school for facilitating continuity for pupils instructed through the medium of Welsh whilst registered at the school or when transferring from primary to secondary school; and, e. details of any exception from the National Curriculum in Welsh as long as inclusion of this information does not identify an individual pupil affected. <p>A brief statement about the provision of toilet facilities for pupils and the arrangements made to ensure their cleanliness.</p>
Instrument Of Government	<p>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 name of any person entitled to appoint any category of governor. Details of any trust. If the school has a religious character, a description of the ethos of the school. The date the instrument takes effect.</p>
Minutes of meeting of the Governing Body and its committees	<p>Minutes from governors board and committee meetings</p>

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

Class	Description
Home - school agreement	Written statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements.
Curriculum Policy	Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
Sex Education Policy	Written statement of policy with regard to sex education.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Pupil Discipline	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.

School Policies - This section gives access to information about policies that relate to the school in general.

Class	Description
Reports of Estyn School Inspections under Sections 10 and 50 of the School Inspections Act 2010	Report of an inspection of the school and the summary of the report.
Post Inspection action plan	A plan setting out the actions required following an Estyn 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 of which charges are permitted, for example music tuition, trips.
School session times	Details of school session and dates of school terms and holidays.
Special Education Needs	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plans	Written plan of improvements to access for pupils with disabilities
Health and Safety Policy	Written 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.
Child Protection	Statement of general principles on Child Protection

Policy	arrangements
Complaints procedure	Statement of procedures for dealing with complaints.
Staff Appraisal	Statement of procedures adopted by the governing body relating to staff appraisal.
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.

6. 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 need to make a complaint then initially this should be addressed to ***Mrs C Hoffrock, St.David's C/W Primary School, Colwinston, Vale of Glamorgan, CF71 7NL.***

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

^[1] Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

April 2011

Privacy Notice: What the School, Local Authority and Welsh Assembly Government does with information it holds on Pupils

Subject

To meet the requirements of the Data Protection Act 1998, schools are required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed.

This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Assembly Government, **Vale of Glamorgan** Local Authority (LA) and **St David's Church in Wales** School.

The collection of personal information

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer.

The **School** processes the information it collects to administer the education it provides to pupils. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.

Welsh Assembly Government (WAG) & Local Authority (LA)

The Welsh Assembly Government receives information on pupils normally as part of what is called the Pupil Level Annual Schools Census (PLASC). The Welsh Assembly Government uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at www.wales.gov.uk/statistics

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified.

In addition WAG and LAs receive information regarding National Curriculum assessment and Public Examination results and attendance data at pupil level..

Personal information held

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, pupil identifiers and contact details for parents and guardians;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Organisations who may share personal information

Information held by the School, LA and the Welsh Assembly Government on pupils, their parents or legal guardians may also be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the Welsh Assembly Government, LA and schools, so long as steps are taken to keep the information secure;

- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

Pupils have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any “data controller”. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request of child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website http://www.valeofglamorgan.gov.uk/our_council/freedom_of_information.aspx or for those pupils/parents where this is not practical, a hard copy can be obtained from the school secretary Mrs L Higgins.

Pupils Aged 14 or Over

The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at <http://www.learningrecordsservice.org.uk/learnparent/>.

Other information

The Welsh Assembly Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Assembly Government, LA and School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

Your rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include;

- the right to ask for and receive copies of the personal information held on **you**, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you person suffer damage;
- in some circumstances a pupil’s parent or legal guardian *may* have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

Seeking further information

For further information about the personal information collected and its’ use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact;

- the school on **01656 656447**;
- your LA on **01446 700111**;
- the Welsh Assembly Government’s data protection officer at, The Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ;
- the Information Commissioner’s office help line can be contacted on 01625 545 745;
- information is also available from www.ico.gov.uk