



St Peter's Catholic Primary School



Guide to information available from St Peter's Catholic Primary School under the publication scheme

1. What we are and what we do

Information published	Description	How information can be obtained
Instrument of Government	This details: <ul style="list-style-type: none"> Name of the school Category of the school Manner in which the governing body is constituted Term of office of each Governor Name of the appointing body Date of instrument 	Hard Copy
School Prospectus/Website	Statutory content of the prospectus: <ul style="list-style-type: none"> Type of school Name, address and telephone number of the school Names of the Headteacher, Senior Leadership Team & Governors Information on the school's policy on Admissions Schools Mission Statement & Ethos SEND information National Curriculum Assessment results for appropriate year groups Arrangements for visits to school for prospective parents 	Hard Copy

2. Information on what we spend and how we spend it

Information published	Description	How information can be obtained
Annual Budget Plan Financial Statements	<ul style="list-style-type: none"> Details of how the budgeted income is to be spent 	Hard Copy
Capital Funding	<ul style="list-style-type: none"> Details of capital funding allocated to the school together with the information on related building projects 	Hard Copy
Additional funding	<ul style="list-style-type: none"> Details of action plans for any additional funding and the impact of the spend 	Hard Copy
Procurements and projects	<ul style="list-style-type: none"> Details of the procurement procedure for the purchase of goods and services and details of the contracts that have gone through the tendering process 	Hard Copy
Pay Policy	<ul style="list-style-type: none"> Details of the schools Pay policy for teaching and non-teaching staff, including procedures for determining teachers' grievances in relation to their pay 	Hard Copy
Staffing Structure	<ul style="list-style-type: none"> Details of the staffing structure 	Hard Copy

3. What are our priorities and how are we doing

Information published	Description	How information can be obtained
School Profile	<ul style="list-style-type: none"> Government supplied performance data 	Hard Copy
School Profile	<ul style="list-style-type: none"> Latest Ofsted Report including areas for improvement 	Hard Copy and Website
School Development Plan	<ul style="list-style-type: none"> A detailed strategic plan for improvement bringing together, in a clear and simple way, the school's priorities, the main measures it will take to raise standards, the resources dedicated to these, and the key outcomes and targets it intends to achieve 	Hard Copy
Performance Management Policy	<ul style="list-style-type: none"> The performance management policy and procedures adopted by the governing body relating to the appraisal of the staff 	Hard Copy
Future Plans	<ul style="list-style-type: none"> Any major proposals for changes in the school 	Hard Copy
Safeguarding	<ul style="list-style-type: none"> Details of policies and procedures in place to support every child relating to and promoting the welfare of our children 	Hard Copy

4. How we make decisions

Information published	Description	How information can be obtained
Admission Policy and decisions	<ul style="list-style-type: none"> The schools admission arrangements and procedures, together with information about the right of appeal. This will include details of the number of appeals, number of applications and the number of successful applications and the criteria they applied under. 	Hard Copy
Agendas and minutes of meetings of the Governing Body	<ul style="list-style-type: none"> Agreed Part A agendas and minutes of the Governing body and its committees 	Hard Copy

5. Our Policies and Procedures

Information published	Description	How information can be obtained
School Policies including:	<ul style="list-style-type: none"> Accessibility Plan Administering Medications Policy Complaints Disaster Recovery Plan Equal Opportunities Policy Equality & Diversity Policy Fire Prevention Policy Governor Visits Policy Health & Safety Policy Lettings Policy Safeguarding Policy Safer Recruitment Policy Whistle Blowing 	Hard Copy and website

<p>Student & Curriculum Policies</p>	<ul style="list-style-type: none"> • Anti – Bullying • Art & Design • Attendance • Behaviour • Collective Worship • Curriculum Statement • DT • EYFS • Geography • History • Homework • ICT • ICT – E-safety • Learning outside the classroom & educational visits • Literacy • Marking • Mathematics • MFL • Music • P.E • Phonics • PSHE • RE • Science • SEND • Relationships and Sex Education • 	<p>Hard Copy</p>
<p>Staff Policies</p>	<ul style="list-style-type: none"> • Appraisal • Capability • CPD • Disciplinary • Flexible Working • Grievance • Induction Procedure • Lone working • Pay Policy 	<p>Hard Copy</p>
<p>Records Management and personal data Polices</p>	<ul style="list-style-type: none"> • Data Protection • Freedom of Information • Business continuity plan • Privacy notices • Retention Policy 	<p>Hard Copy and Website</p>
<p>Charging Policies</p>	<ul style="list-style-type: none"> • Debt Recovery • Charging and remissions • Financial Procedures • Register of Business Interests of Headteacher & Governors • Scheme for Financing Schools 	<p>Hard Copy and Website</p>
<p>School Handbooks</p>	<ul style="list-style-type: none"> • Governor Handbook • Prospectus • Staff hand book • Staff quick look handbook • Staff Induction checklist 	<p>Hard Copy and Website</p>

6. Lists and Registers

Information published	Description	How information can be obtained
Curriculum Plans	<ul style="list-style-type: none">• Details of medium term plans for each year group	Hard Copy and Website
Asset Register	<ul style="list-style-type: none">• A list of all assets recorded in school	Hard Copy

7. The services we offer

Information published	Description	How information can be obtained
Extra-Curricular Activities	<ul style="list-style-type: none">• Details of extra-curricular activities that take place during lunch times, before or after school	Hard Copy and Website
School Publications	<ul style="list-style-type: none">• Parent handbooks/guidance• Programmes• Newsletters• Educational Leaflets	Hard Copy and Website