

Date ratified at
Directors Meeting
23 March 2016

Review
Audit Committee

St John the Baptist



Catholic Multi Academy Trust

THE MAT MISSION STATEMENT

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all. We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God.

'To think, to feel, to do' Pope Francis

St John the Baptist Catholic MAT

Company No: 7913261

Registered Office: Surrey Street, Norwich NR1 3PB

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

This is St John the Baptist's Catholic MAT Publication Scheme on information available under the Freedom of Information Act 2000

The Directors 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 (referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, academies and MATs, 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 either available for you on each school's 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.

2. Aims and Objectives

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all. We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God and this publication scheme is a means of showing how we are pursuing these aims.

Our distinctive ethos is founded on the Gospel values of faithfulness, humility, truth, forgiveness, tolerance, dignity, service and respect.

Working within this framework, we:

1. **Lead by example:** respect others as you would wish them to respect you
2. **Strive for excellence:** give your best efforts to achieve the best you can
3. **Ensure education for all:** with a particular duty of care for the disadvantaged
4. **Uphold commitment to the Common Good:** nurturing a community of mutual support to benefit all
5. **Serve through partnerships:** reaching out to other schools to explore new approaches, develop best practice, and provide support.

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:

- *School Prospectus for each Academy in the MAT* – information published in the school prospectus.
- *Information relating to the Directors and Local Governing Bodies (LGBs)* – the establishment and constitution of the Directors Body and other Local 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 each 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 relevant school by telephone, email, fax or letter. Central contact details for the MAT are set out below. Alternatively you can visit each school's website where many of the documents are available and may be printed off.

Email: office@ndhs.org.uk

Tel: **01603 611431**

Textphone: **not applicable**

Fax: **01603 763381**

Contact Address: **The Company Secretary, St John the Baptist Catholic MAT, c/o Notre Dame High School, Surrey Street, Norwich NR1 3PB**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please) and detail any school within the MAT of which you are particularly interested

If the information you're looking for isn't available via the scheme and isn't on a school website, you can still contact the MAT as above to ask if we have it.

5. Paying for information

Information published on any of the websites of the schools within the MAT is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access websites 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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus**	<p>The contents of the school prospectus include (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none">• a description of the arrangements for the admission of pupils;• information about the implementation of the LGB's policy on pupils with special educational needs (SEN);• a description of the religious nature of the school;• details of the school day, organisational structure and facilities;• details on the curriculum, teaching and learning;• details on uniform expectations;• term dates• public examination results

Information relating to the Directors and LGBs– this section describes documents relating to the academy and the governing body.

Class	Description
Funding Agreement**	<p>The agreement with the Secretary of State for Education to establish and support a multi academy trust (MAT) named St John the Baptist Catholic MAT. It covers</p> <ul style="list-style-type: none">• The legal agreement establishing the MAT• The characteristics of the MAT• The conditions of the funding paid to the MAT by the Department of education• The financial and accounting requirements for the MAT

Articles of Association**	<p>A document that establishes the constitution, powers and governance of an academy. It covers</p> <ul style="list-style-type: none"> • The Object of the Academy Trust • The powers of the Academy Trust • The Members of the Academy Trust • General Meetings of the Academy Trust • The constitution of the Directors and the appointment and powers of the Directors • The preparation and filing of annual accounts • The preparation and filing of an annual return
Minutes ¹ of meeting of the Directors, LGBs and committees	<p>Agreed minutes of meetings of the Directors and local governing bodies and committees [<i>current and last full academic school year</i>]</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	Statement of each 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 information**	Information regarding secular curriculum subjects and religious education and schemes of work and syllabuses currently used by each school
Sex and Relationships Education Policy**	Statement of each school’s policy with regard to sex and relationships education
Special Education Needs Policy**	Information about each school's policy on providing for pupils with special educational needs
Disability Equality Policy and Accessibility Plan**	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

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Race Equality Policy**	Statement of policy for promoting race equality
Collective Worship**	Statement of arrangements for the required daily act of collective worship
Safeguarding (Child Protection) Policy**	Statement of policy for safeguarding and promoting welfare of pupils at the school
Behaviour for Learning policy**	Statement of general principles and procedures on behaviour and discipline

School Policies and other information related to each school in the MAT- This section gives access to information about policies that relate to each school in general.

Class	Description
Published reports of Ofsted referring expressly to the school**	Published report of the last inspection of the school and inspection reports of religious education in the school
Ofsted inspection Self-Evaluation Form¹	A statement of the LGB's evaluation of the school's performance (£)
Charging and Remissions 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 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 (£)
Complaints procedure**	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the Directors relating to the performance management of staff and the annual report of each 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

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Pay Policy	Statement of the MAT's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher, CEO, Directors or LGB relating to the curriculum
Admissions policy**	Statement of each schools policy on admissions
Annex A - Other documents	Annex A provides a list of other documents that are held by the schools and are available on request

**** Information available on the schools' websites**

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 Company Secretary, St John the Baptist Catholic MAT, Surrey Street, Norwich NR1 3PB.

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 through their:

Enquiry/Information Line: 0303 123 1113

E Mail: casework@ico.org.uk

Website : www.ico.org.uk

St John the Baptist Catholic MAT

Freedom of Information Publication Scheme

Annex A – Further documents held by the schools individually or the MAT centrally

Name of Document	Description
General Introduction to the school**	A brief introduction to the school, its values, leadership structure, facilities, pastoral care, curriculum and governance.
Drugs and Substance Abuse Policy	The school's policy with regard to drugs and illegal substances.
Finance Policy (£)	The MAT's policy relating to financial matters.
Single Equality Scheme**	The MAT's overall equality scheme, covering gender, disability and discrimination issues.
Policy on the Use of CCTV cameras**	The MAT's policy regarding CCTV cameras on site.
Visitors Policy and safeguarding leaflet**	The school's requirements for visitors to comply with its' safeguarding procedures.
Site Security Policy**	The school's policies and practice relating to site security.
Examinations Policy**	The school's policy regarding exams and examination entry.
Peripatetic Music Instrument Policy**	The school's policy regarding instrumental lessons.
Site map**	A map of the school site.
Sixth Form Prospectus**	Information about the Notre Dame High School Sixth Form.
Sixth Form dress code**	Expectations for Sixth Formers' attire at Notre Dame High School.
Holidays in Term Time Policy**	The school's policy on taking students on holiday during term times.