



# FREEDOM OF INFORMATION ACT 2000

Date: June 2014 (DRAFT)

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*The governing body is responsible for maintenance of this policy.*

## **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 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.

## **2. Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work, and this 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.

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

*School Prospectus* – information published in the school prospectus.

*Students & Curriculum* – information about policies that relate to students 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.sirjohntalbots.shropshire.sch.uk](http://www.sirjohntalbots.shropshire.sch.uk)

Email: [admin@sjttc.org](mailto:admin@sjttc.org)

Tel: 01948 660600

Fax: 01948 660610

Contact Address: Tilstock Road, Whitchurch, Shropshire, SY13 2BY.

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 is not available via the scheme and is not 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 do not 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. Where there is a charge this will be indicated by a £ sign in the description box.

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#### **6. Classes of Information - Currently Published**

##### **School Prospectus:**

This section sets out information published in the school prospectus.

##### **Class Description - School Prospectus & Parents Guide**

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the head teacher
- information on the school policy on admissions
- a statement of the school's ethos and values
- details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students
- information about the school's policy on providing for students with special educational needs

- number of students on roll and rates of students' authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- GCSE results in the school, locally and nationally
- the number of students studying for and percentage achieving other vocational qualifications
- the arrangements for visits to the school by prospective parents

### **Class Description**

#### **Instrument of Government**

- 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 anybody entitled to appoint any category of governor
- the date the instrument takes effect

### **Minutes 1 of meeting of the governing body and its committees**

Agreed minutes of meetings of the governing body and its committees [*current and last full academic school year*]

**Students & Curriculum Policies** - This section gives access to information about policies that relate to students and the school curriculum.

### **Class Description**

#### **Home School**

#### **Partnership**

Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its students for example homework arrangements – also see Attendance Policy.

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

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### **Sex and Relationships Policy**

Statement of policy with regard to sex and relationship education.

### **Special Education Needs Policy**

Information about the school's policy on providing for students with special educational needs.

### **Disability and Accessibility Plan**

Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.

### **Racial Equality Policy**

Statement of policy for promoting race equality.

**Collective Worship**

Statement of arrangements for the required daily act of collective worship.

**Careers Education and Guidance**

Statement of the programmes of careers education provided for Key 4.

**Work Related Learning Policy**

Learning through of work, about work and for work

**Child Protection Policy**

Statement of policy for safeguarding and promoting welfare of students at the school.

**Transition Policy**

Every child matters

**Citizenship Policy**

Child protection – summary etc.

**Behaviour Policy and Behaviour Management Policy**

Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

**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

**Post-Ofsted inspection action plan**

A plan setting out the actions required following the last Ofsted inspection.

**Charging and Remissions Policies**

A statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted, for example school publications, music tuition, trips.

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**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 Procedure**

Statement of procedures for dealing with complaints

### **Staff Development Portfolio and Initial Teacher Training & Professional Development (£)**

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

### **Curriculum Circulars and Statutory Instruments (£)**

Any statutory instruments, departmental circulars and administrative memoranda sent by the DFEES to the head teacher or governing body relating to the curriculum

### **Other documents**

Admissions Policy; The role of the Form Tutor; Smoking Policy; Drug Policy; Teaching Staff attendance policy; whole school Reward Policy; ICT Policy; and The School Improvement Plan; Assessment and Target Setting; Policy for Equal Opportunities; Anti Bullying Policy; Data Protection Policy; Policy for Arts; Policy for Events; Reporting & Recording Racist Incidents; School Travel Plan; Dealing with Trespassers; Freedom of Information Act 2000; Exams Policy; Access Policy; Home Learning; Rewards.

## **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 [admin@sjttc.org](mailto:admin@sjttc.org) or Tilstock Road, Whitchurch, Shropshire, SY13 2BY.

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](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**