

## Tiverton High School

### Freedom of Information Publication Scheme Policy

<b>Status</b>	Statutory
<b>Job title</b>	School Business Manager
<b>Nominated prime author:</b>	John Cleaver
<b>Policy to be implemented by:</b>	All Staff
<b>Date completed:</b>	14 <sup>th</sup> November 2014
<b>Review period</b>	3 years
<b>Date approved:</b>	26 <sup>th</sup> November 2014
<b>Signature of chair of committee:</b>	

The master copy of this policy document is to be kept by the clerk to the Governors who must ensure that:

- 1.The Deputy Head , PA to the Head and the prime author all have a copy of the policy.
- 2.The policy review committee will carry out the review of the policy at the appropriate time.

## **Tiverton High School Publication Scheme on information available under the Freedom of Information Act 2000**

### **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;*
- *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 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**

#### **Tiverton High School: core values, key aims**

***“We are here to help children succeed; it’s that simple”***

Children will succeed when they:

- are taught things which interest them and are useful to them
- are well taught
- have high expectations of themselves and aspire to their goals
- feel secure and are happy
- feel cared for and understood
- feel valued as individuals
- attend regularly

As a school community we will organise ourselves to make these things happen. We will:

- make the quality of teaching and learning our top priority
- operate a support structure which ensures students can achieve their potential, both by ensuring a safe and happy environment and by knowing each student as an individual
- seek to make every student feel a part of THS by increasing their ownership and participation
- celebrate achievement and creativity and publicise students’ successes, in school and the community
- engage parents in an equal partnership to support their child
- invest in our staff to increase our skills and experience
- celebrate and support innovation and research in teaching and learning by our colleagues

The 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.

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.
- *The School Profile and other information relating to the governing body* – information published in the School Profile and in other governing body documents.
- *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.tiverton.devon.sch.uk](http://www.tiverton.devon.sch.uk)

Email: [enquiries@tiverton.devon.sch.uk](mailto:enquiries@tiverton.devon.sch.uk)

Tel: 01884 256655

Fax: 01884 243364

Contact Address: Tiverton High School, Bolham Road, Tiverton, Devon, EX16 6SQ

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 don't 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.

## 6. Classes of Information Currently Published

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

Class	Description
<b>School Prospectus /Additional Information Booklet</b>	<p>The statutory contents of the School Prospectus/Additional Information Booklet are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• contains information about the implementation of the governing body's policy on students with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> </ul>

**The School Profile and other information relating to the governing body**– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
<b>School Profile</b>	<p>The contents of the school profile includes:</p> <ul style="list-style-type: none"> <li>○ performance data</li> <li>○ summary of Ofsted report</li> <li>○ school's intentions for the future, etc.</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes of meeting of the governing body</b>	<p>Agreed minutes of meetings of the full governing body</p> <p>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>

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

<b>Class</b>	<b>Description</b>
Home – school agreement	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its students e.g. homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education schemes of work and syllabuses currently used by the school
Sex & Relationship Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs and Inclusion Policy	Information about the school's policy on providing for students with special educational needs
Accessibility Plans	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.
Equality Policy	Statement of policy for promoting all forms of equal opportunities including race, gender and additional needs.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Safeguarding Children Policy	Statement of policy for safeguarding and promoting welfare of students at the school (formerly Child Protection Policy)
Whole School Student Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher 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.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Charging and Subsidised Payments Policies	A statement of the school's policy with respect to charges and subsidised payments 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 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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Admissions policy	Statement of the schools policy on admissions.

**Information available on our website at [www.tiverton.devon.sch.uk](http://www.tiverton.devon.sch.uk)**

## **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:

**Head Teacher, Tiverton High School, Bolham Road, Tiverton, Devon, EX16 6SQ**

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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

**Enquiry Line: 0303 123 1113, Open from 9am-5pm, Monday to Friday**

**E Mail: [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)**

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