



Publication Scheme Policy

**The person responsible for maintenance of this scheme is:
Mr M Tucker, Headteacher**

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. 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:

- *School Prospectus*- information published in the school prospectus.
- *Governors' Documents* - information published in the Governors' Annual Report and in other governing body documents.
- *Students & Curriculum* - information about policies that relate to students *and* the school curriculum.
- *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 above (or visit our website at www.thejohnfrostschool.co.uk)

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

Tel: 01633 654100
E mail post@thejohnfrostschoo.co.uk

Contact Address: The John Frost School
 Lighthouse Road,
 Duffryn,
 Newport,
 NP10 8YD

To help us process your request quickly, please clearly mark any correspondence **“Publications Scheme Request’**.

4. **Paying for Information**

Single copies of information covered by this publication 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.

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.

5. **Classes of Information Currently Published**

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

1. Name, address and telephone number of the school.
2. Name of the Headteacher.
3. Name of the current chair of governors, website with staff.
4. The classification of the school as
 - 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 Defining schools according to Welsh Medium provision 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 students 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 students.
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/carers 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 students including those with special educational needs.
12. A summary of the content and organisation of sex education policy.
13. Details of any careers education and any arrangements for work focused experience for students.
14. A summary of the religious education provided at the school and details of how a parent/carer, or sixth-form student, can exercise their right to choose not to participate in religious education and of any alternative provision made for such students.
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 students 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 students are being invited to apply for admission.
20. The arrangements made to ensure the security of students, staff and the school premises.
21. A summary of the key features of the home-school agreements.
22. A brief statement about the use of the Welsh language in the school, to ensure that parents/carers and prospective parents/carers 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 students 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 student 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 students 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 students 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

Details of the arrangements for the next annual parents'/carers' 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.

Details about the members of the governing body and the clerk to include:

- 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

Information, if available, about the arrangements for the next election of parent governors

A financial statement, to include:

- 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.

The most recent school comparative report(s) of performance in end of key stage teacher assessments (DEWi contextual reports) and, for schools with students following key stage 4 study programmes, the most recent Summary of Secondary School Performance (SSSP).

The most recent annual attendance and absence figures for the school.

Secondary schools should include details of the proportion of students aged 15 or 16 at the start of the previous academic year who:

- Continued in full-time education, training or work based learning
- Went on to employment
- Are known to have neither continued in education nor gained employment, or
- Whose destination is unknown

Details of the steps taken to develop and strengthen the school's links with the community including with the police.

The most recent targets for improvement and for reducing absences agreed by the governing body with the local authority.

Details of arrangements for students to participate in sport and extra-curricular sports activities.

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.

Details of the term dates and session times for the school for the year for which students are being invited to apply for admission.

Information about the curriculum, the organisation of education and teaching methods. This should include details of any special arrangements made for particular groups of students including those with special educational needs.

The language of the school as shown in the PLASC category. See the guidance *Defining schools according to Welsh medium provision* available at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/definingschools?lang=en>

A brief statement about the use of the Welsh language in the school, to ensure that parents/carers and prospective parents/carers 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 students 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 student affected.

A brief statement about the provision of toilet facilities for students and the arrangements made to ensure their cleanliness.

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 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.

Minutes of Meetings: Minutes from governors' board and committee meetings

Students and Curriculum Policies

This section gives access to information about policies that relate to students and the school curriculum.

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 students for example homework arrangements.

Curriculum Policy: Statement on following the policy for national curriculum subjects, including any syllabus followed by students 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.

Careers Education: Statement of the programmes of careers education provided for Key Stage 4.

Student 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.

Reports of School Inspections under Sections 10 and 23 of the School Inspections Act 1996: 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 policy: 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.

Accessibility Plans: Written plan of improvements to access for students 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 Policy: Statement of general principles on Child Protection arrangements.

Complaints procedure: Statement of procedures for dealing with complaints.

Performance Management: Statement of procedures adopted by the governing body relating to staff performance management.

Staff Discipline and Grievance Policies: Statement of procedure for regulating conduct and discipline of school staff procedures by which staff may seek redress for grievance.

Admission: Statement of procedure for admissions application.

Equality Policy: A written statement of the school's policy with respect to promoting equal opportunities for all those who belong to our school family.

Pay: A statement of the school's policy with respect to pay.

SEN Inclusion Policy: A written statement of the school's aim to provide an inclusive school environment that actively seeks to remove barriers to learning and progress.

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 Mr Tucker at the school.

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 Commissioners 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

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