

CARDIFF HIGH SCHOOL



# Publication Scheme Policy

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## Policy 3.4

## CARDIFF HIGH SCHOOL

### PUBLICATION SCHEME POLICY (FREEDOM OF INFORMATION)

#### Introduction

One of the aims of the Freedom of Information Act 2000, is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this schools must produce a publication scheme which sets 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 that is to be published in the future. All information in our publication scheme is available in paper form and much of it is available on our website. Some information that 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.

#### Categories of Information Published

This publication scheme guides you to information that we currently publish (or have recently published) or that we will publish in the future – this is split into categories of information known as classes. The classes of information that we undertake to make available are organised into four broad topic areas:

1. **School Prospectus:** information published in the school prospectus
2. **Governors' Documents:** information published in the Governors' Annual Report and in other governing body documents
3. **Students and Curriculum:** information about policies that relate to pupils and the school curriculum
4. **School Policies:** Information about policies that relate to the school in general

## How to request information

You can request a copy of the information you want from the contact detailed below (by email, telephone or letter), or visit our website [www.cardiffhigh.cardiff.sch.uk](http://www.cardiffhigh.cardiff.sch.uk)

Email: [d.macho@cardiffhigh.cardiff.sch.uk](mailto:d.macho@cardiffhigh.cardiff.sch.uk)

Tel: 029 2075 7741

Letter: Cardiff High School, Llandennis Road, Cardiff, CF23 6WG

## Paying for Information

Single copies of information covered by this publication scheme will normally be free. 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.

## Classes of Information Currently Published

1. **School Prospectus** – the statutory contents of the school prospectus are as follows (other items may be included at the school's discretion):
  - The name, address and telephone number of the school and type of school
  - The names of the Headteacher and Chair of Governors
  - Information about 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 pupils.
  - Information about the school's policy on providing for pupils with special educational needs
  - Number of pupils on roll and rates of pupils' authorised and unauthorised absences
  - National Curriculum assessment results for appropriate Key Stages, with national summary figures
  - Use of the Welsh Language
  - GCSE/GNVQ results in the school, locally and nationally
  - A summary of GCE A/AS level results in the school and nationally
  - The number of pupils studying for and percentage achieving other vocational qualifications.
  - The destinations of school leavers.
2. **Governors' Documents** – this section sets out information published in the Governors Annual Report and in other Governing Body documents. The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion)

### Governors Annual Report to Parents - includes

- Details of the governing body membership, including name and address of the Chair and the Clerk.
- A statement on progress in implementing the action plan drawn up following an inspection
- A financial statement, including gifts made to the school and amounts paid to governors for expenses
- Information about school security
- 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
- A description of the arrangements for the admission of students with disabilities, details of steps to prevent disabled pupils being treated less favourably than other pupils and details of existing facilities to assist access to the school by pupils with disabilities
- The accessibility plan covering future policies for increasing access by those with disabilities to the school
- How teachers' professional development impacts on teaching and learning
- Number of students on roll and rates of students' authorised and unauthorised absence
- National curriculum assessment results for appropriate Key Stages, with national summary figures
- The school's targets for public examinations at Key Stage 4
- GCSE/GNVQ results in the school, locally and nationally
- GCE A/AS and vocational qualification results in the school and nationally
- The number of students studying for and percentage achieving other vocational qualifications
- The destinations of school leavers

### Instrument of Government – includes

- 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 the meetings of the Governing Body and its Committees – minutes from governors' full governing body and committee meetings. Some information might be confidential or otherwise exempt from the publication by law, we cannot therefore publish this.

3. **Students & Curriculum** – this section gives access to information about policies that relate to pupils 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 pupils
  - Curriculum Policy – statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school
  - Sexual Relationship Education Policy – written statement of policy with regard to sex education
  - Collective Worship - statement of arrangements for the required daily act of collective worship
  - Student Discipline - written statement of general principles on behaviour and discipline including any anti-bullying policy as appropriate
  - Careers Education – statement of the programmes of careers education provided by Key Stage 4.
4. **School Policies** – this section gives access to information about policies that relate to the school in general.
- Reports of Estyn School Inspections – reports 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 and Remissions Policies – 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
  - Special Educational Needs – information about the school's policy on providing for pupils with special educational needs
  - Strategic Equality Plan Policy – written plan of improvements to access for pupils 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 performance management
  - 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.

## 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 the Headteacher.

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 address 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

Enquiry/Information Line – 01625 545 745

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

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

**Signed (Chair of Governors)** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed (Headteacher)** \_\_\_\_\_

**Date** \_\_\_\_\_