

FREEDOM OF INFORMATION

This is St. George's R.C. High School's Publication Scheme on information available under the Freedom of Information Act 2000

The governing 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 (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 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:

1. Ensure everyone continually aims to improve learning and achievement and to develop full potential.
2. Foster artistic, educational, cultural and sporting development in school and in the wider community.
3. Meet the educational and access needs of all students and staff and the wider community.
4. Celebrate the work and achievement of the school and local community.

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.

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.

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 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.

Email: st.georgesrhighschool@salford.gov.uk

Tel: 0161 790 4420

Fax: 0161 921 1790

Contact Address: St George's R.C. High School, Parsonage Drive, Worsley. M28 3SH.

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 isn't available via the scheme, you can still contact the school to ask if we have it.

5. Paying for information

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 the school prospectus.

Class	Description
School Prospectus	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 Headteacher and chair of governors 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 pupils Information about the school's policy on providing for pupils with special education 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. G.C.S.E./GNVQ results in the school, locally and nationally The number of pupils studying for and percentage achieving other vocational qualifications The destinations of school leavers The arrangements for visits to the school by prospective parents The number of places for pupils of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places.

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.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <p>details of the governing body membership, including name and address of chair and 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.</p> <p>A description of the school's arrangements for security of pupils staff and the premises Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year.</p> <p>A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; 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.</p> <ul style="list-style-type: none"> • A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning • Number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • G.C.S.E/GNVQ results in the school, locally and nationally • GCE A/AS and vocational qualification results in the school and nationally • The number of pupils studying for and percentage achieving other vocational qualifications • The destinations of school leavers • A statement of the extent to which proposals in the post-inspection action plan have been carried into effect.
Instrument of Government	<ul style="list-style-type: none"> • 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 is less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees (current and last full academic school year).</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 the 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 Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education.
Special Educational Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plans	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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programme of careers education provided for Key Stage 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. (from March 2004)
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

