



Aldercar High School

In pursuit of excellence

Freedom of Information: Publication Scheme

The Board of Governors 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. Information in our publication scheme is 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, anything covered under the Data Protection Act and anything likely to compromise the security of the school and the safety of students. This 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,

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 7 of this scheme.

The classes of information that we undertake to make available are organised into 4 broad topic areas:

- *School Information* – information published about the school.
- *Governors' Documents* – information published in Board of Governors' documents.
- *Students and 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

Where information is not published on our website, you may request a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below

Email: info@aldercar

Tel: 01773 712477

Contact Address: Aldercar High School, Daltons Close, Langley Mill, Notts. NG16 4HL

To help us process your request quickly, please clearly mark any correspondence "**FREEDOM OF INFORMATION ACT REQUEST**" (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

5. The School's response

The school is required to provide the information within 20 working days of receipt of the request. However, in some cases this may not be possible and in these circumstances an exemption may apply.

6. 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. If however your request means that we have to do a lot of photocopying or printing or pay a large postage fee, we will let you know the cost before fulfilling your request.

7. Classes of Information Currently Published

School Information – The statutory contents of the school information 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 and Chair of Governors
- Information on the school policy on admissions
- A statement of the school's vision and aims
- 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 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
- The arrangements for visits to the school by prospective parents

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Governors' information - this section sets out information in Governing Board documents

- Details of the Governing Board membership and contact details
- 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
- A description of the school's arrangements for security of students, staff and the premises
- 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 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
- A statement of policy on whole staff development identifying 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
- A statement of the extent to which proposals in the post-inspection action plan have been carried into effect

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

- Details of any trust
- The date the instrument takes effect

Minutes of the meeting of the governing body and its committees

Agreed non confidential 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.

School Policies and other information related to the school – this section gives access to information about policies that relate to the school in general.

Available on the school website:

Acceptable use of IT, the Internet & Electronic Communication	Accessibility Plan
Accessibility Plan	Uniform Policy
Catch-up Funding	Progress 8 explained
Charges and Remissions Policy	Anti-bullying Policy
Child Protection and Safeguarding Policy for Schools	Prospectus
Code of Conduct (Governors)	Admission Arrangements
Complaints Procedure for External Complaints about Staff	School Calendar
Confidential Reporting Code	Post 16 prospectus and application form
Data Protection Policy	BTEC Policy
DfE performance tables	Exam Policy and Access Arrangements
Equality & Diversity in Employment Statement	Exam and assessment results
Extremism & Radicalisation Policy	Homework Policy
Publication Scheme	Lettings Policy & Procedures
Pupil Premium	Marking & Assessment Policy
Separated Parents Policy	Privacy Notices
16-19 Bursary Fund Policy and Procedures	Exam Policy and Access Arrangements
Attendance Policy and Attendance Information	Exam and assessment results
Behaviour Policy	SEND Policy
Curriculum Overview	SEN Local Offer Information
Disability Equality Scheme and Accessibility Plan	SEND Intimate Care Policy
ESubject Resources and Website Links	

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

8. 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 Mrs D Broadhead, Business Manager , c/o Aldercar High 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 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:

Customer Contact, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Help Line: 0303 123 1113

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

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