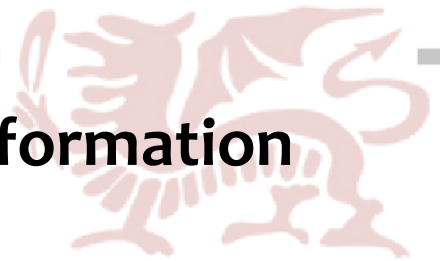




GP14 – Freedom of Information Publication Scheme



Last Review Date	November 2017	Next Review Date	November 2018
Leader of Policy Review	Headteacher		
Associated Policies	Governing Body		

Our full title and address for sending requests for any documents, is:

**The Headteacher
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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 that they will make public. To do this our publication scheme sets 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.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner. All information in our publication scheme is available either in printed form or to download and print off from our website. If the information is not available directly from the website, you can request a copy by writing to the above address, marking your correspondence 'Publications Scheme Request'.

Single copies of information covered by this publication scheme and information on the website are provided free of charge. If your request means that we have to do a lot of printing, 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. Copies are charged at 20p per sheet.

This publication scheme guides you to information that we currently publish or which we will publish in the future, split into categories of information known as 'classes'. Some information which we hold may not be made public, for example personal information. 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 other 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

We welcome any comments or suggestions you may have about this publication scheme. If you want to make any comments, or if you require further assistance or need to make a complaint, 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, contact:
Information Commissioner's Office - Wales, Cambrian Buildings, Mount Stuart Square, Cardiff, CF10 5FL

1. SCHOOL PROSPECTUS

- The name, address and telephone number of the school, and the type of school
- The names of the Headteacher and Chair of Governors
- A statement of the school's ethos and values, and information about admissions
- Parents' right to withdraw their child from religious education and collective worship, and the alternative provision for those students
- Information about the school's policy on providing for students with special or additional needs
- Number of students on roll and rates of students' authorised and unauthorised absences
- Examination and assessment results for appropriate Key Stages, with national summary figures
- Use of the Welsh Language
- The destinations of school leavers

2. GOVERNORS' ANNUAL REPORT

- Details of the membership of the Governing Body
- A financial statement
- Information about the implementation of the governing body's policy on students with additional needs 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 students being treated less favourably than other students; and 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
- How teachers' professional development impacts on teaching and learning
- Number of students on roll and rates of students' authorised and unauthorised absence
- Examination and assessment results for appropriate Key Stages, with national summary figures
- The school's targets
- The destinations of school leavers
- A statement on progress in implementing any action plan drawn up following an inspection

Minutes of meetings of the Governing Body and its committees are also available on request.

3. STUDENTS and CURRICULUM

- Home-School Partnership
- Curriculum Policy
- Sex Education Policy
- Religious Education and Collective Worship Policy
- Behaviour Policy, including Anti-Bullying (Respecting Others)

Other policies relating to students and the curriculum may be available on request.

4. SCHOOL POLICIES

- Access for Disabled Persons
- Additional Needs Policy
- Admissions
- Charging Policy
- Child Protection Policy
- Complaints Procedure
- Exclusions
- Health and Safety Policy
- Racial Equality Policy

The School operates a range of other policies that may be available on request.