

Publications policy

Author:	
Status:	[Status]
Approval:	Trust Board
Date approved:	01/02/2022
Review date:	01/02/2026
Review timescale:	4 years
Keywords:	Publications
[Comments]	

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1 Introduction

The Trustee Board is responsible for maintenance of this scheme

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 will either be available on our website when this online or 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

- To make Caroline Chisholm School a successful 4 -18 establishment which challenges the barriers between primary and secondary education
- To extend learning to all age groups
- To make business and enterprise key features of the curriculum
- To create a setting in which sports, the arts, reading and leisure activities contribute to a thriving community
- To bring together the services and companies which contribute to the Centre for Learning and create a single partnership Caroline Chisholm School Education Trust (CCET) The Wooldale Centre for Learning, Wootton Fields, Northampton DfE Number 941/4005
- To establish an ethos of tolerance, kindness and honesty throughout the school.

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.
- Trustee's documents – information published in the Trustees Annual Report and in other trustee board documents.
- Students & 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

If you require a paper version of any of the documents within the scheme, please contact the school:

Email: office@ccs.northants.sch.uk

Tel: 01604 344744

Caroline Chisholm School
Centre for Learning
Wootton Fields
Northampton
NN4 6TP

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

Information published on our website will be free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using the public library.

Single copies of information covered by this publication are usually provided 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.

6 Classes of Information Currently Published

Class	Description
School Prospectus	A copy of the School Prospectus
Instrument of Trust	The name of the school The category of the school The name of the trustee board The manner in which the trustee board is constituted The term of office of each category of trustee if less than 4 years The name of anybody entitled to appoint any category of trustee Name, company number, address of the trust If the school has a religious character, a description of the ethos The date the instrument takes effect The name and details of the special educational needs (SEN) co-ordinator (SENCO)
Minutes* of meeting of the trustee board and its committees	Agreed minutes of meetings of the trustee board and its committees (current and last full academic school year)

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

7 Students & Curriculum Policies

This section gives access to information about policies that relate to students 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 students for example homework arrangements
Curriculum policy	A summary of our curriculum is in the Parental Central section on the website
Sex and Relationships policy	Statement of policy with regard to sex and relationship education
Special Education Needs policy	Information about the school's policy on providing for students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Provider access policy statement.	school's arrangements for managing the access of education and training providers to students

Class	Description
Equality action plan policy	Statement of policy for promoting race equality
Safeguarding policy	Statement of policy for safeguarding
Behaviour policy	Statement of general principles on behaviour and discipline and of measures taken by the principal to prevent bullying
A link to the school and college performance tables service and your school's performance tables page.	

8 School Policies and other information related to the school

This section gives access to information about policies that relate to the school in general. Documents marked 'website' are available online. Other documents are available on request.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection. (On request)
An SEN information report	

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 for which charges are permitted, for example school publications, music tuition, trips. (Website)
School session times and term dates	Details of school session and dates of school terms and holidays (Website)
Statement of values and ethos.	Outlining school statement of values and ethos.
Health and Safety Policy and Risk Assessments	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. (On request)
Complaint's procedure	Statement of procedures for dealing with complaints. (Website)
Performance Management of Staff	Statement of procedures adopted by the trustee board relating Management to the performance management of staff and the annual report of the principal on the effectiveness of appraisal procedures. (On request)
Whistleblowing policy	Policy and procedure for dealing with concerns raised by employees which relate to suspected wrongdoing or dangers at work
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Principal or trustee board relating to the curriculum. [Nb. School will normally guide parents requesting such documents to the DfE website in order to secure the latest version of the relevant document].
Details of the amount time taken off by staff who are union officials	As an MAT academy, trust decide
Gender pay gap information	
A written statement of your relationships and sex education (RSE) policy.	DFE said the written statement should contain the same information as the schools RSE policy

9 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, please refer to our complaints policy.

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:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Or

Enquiry/Information Line: 0303 123 1113

E Mail: publications@ic-foi.demon.co.uk.

Website: www.informationcommissioner.gov.uk