



PUBLICATION POLICY

Staff Responsible:

Principal

**Caroline Chisholm School 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 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

- To establish an ethos of tolerance, kindness and honesty throughout the Centre for Learning

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.

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 669200**

Fax: **01604 669201**

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

<u>Class</u>	<u>Description</u>
School Prospectus	A copy of the School Prospectus
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 if 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	Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)

Caroline Chisholm School Governing Body

Students & Curriculum Policies - This section gives access to information about policies that relate to students and the school curriculum.

<u>Class</u>	<u>Description</u>
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 Parent Central section on the school 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.
*Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this	
Equality Policy	Statement of policy for promoting race equality
Safeguarding Policy	Statement of policy for safeguarding and promoting Policy students at the school.
Behaviour & Responsibilities Policy	Statement of general principles on behaviour and discipline and of measures taken by the Principal to prevent bullying.

Caroline Chisholm School Governing Body

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 on line. Other documents are available on request.

<u>Class</u>	<u>Description</u>
Published Reports of Ofsted referring expressly to the school.	Published report of the last inspection of the school and the summary of the report. (Website)
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection. (On request)
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)
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)
Complaints procedure	Statement of procedures for dealing with complaints. (Website)
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Principal on the effectiveness of appraisal procedures. (On request)
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 governing body 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].

7. 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 The Principal here at 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:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Enquiry/Information Line: 01625 545 700

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

Website: www.informationcommissioner.gov.uk