

Conyers School

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Through perseverance*

FREEDOM OF INFORMATION ACT 2000 PUBLICATION POLICY

Last Update: June 2019

Origin: Headteacher

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 either 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.

This publication policy conforms to the model scheme for schools approved by the Information Commissioner.

Aims and Objectives

At Conyers our core values are self-belief, mutual respect and pride in our community.

At Conyers we aim to develop;

- Independent, determined students who will achieve their potential
- Creative, confident learners who will embrace opportunity
- Enthusiastic, empathetic people who will contribute positively to their community

This publication scheme is a means of showing how we are pursuing these aims.

Policy:

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'.

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 governing body 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.

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How to request information

You can request a copy of the information you want from the contact detailed below or visit our website at www.conyers.org.uk

Email: conyers@conyers.org.uk

Tel: 01642 783253

Fax: 01642 783834

Contact Address: **Conyers School, Green Lane, Yarm, Stockton-on-Tees, TS15 9ET**

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in CAPITALS please).

If the information you're looking for is not available via the scheme and is not on our website, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

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 unless stated. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or for a priced item such as some printed publications 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.

Classes of Information Currently Published

School Prospectus – this section sets out the information published in the school prospectus.

The statutory contents of the school prospectus are as follows, (other items may be included 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 students.

information about the school's policy on providing for students with special educational 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. GCSE/GNVQ results in the school, locally and nationally.

a summary of GCE A/AS level results in the school and nationally.

the number of students 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 students of normal age of entry in the preceding school year.

Governors' Documents – this section gives details of information in the school governing body's documents.

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.

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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 meetings of the Governing Body and its committees

Agreed minutes of meetings of the governing body and its committees (current and the last full academic school year).

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

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

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

Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.

Single Equality Policy

Statement of policy with regard to sex and relationship education.
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.
Statement of policy for promoting race equality.

Special Educational Needs Policy

Information about the school's policy on providing for students with special educational needs.

Collective Worship Policy

Statement of arrangements for the required daily act of collective worship.

Careers Education Policy

Statement of the programmes of careers education provided for Key Stage 4.

Child Protection Policy

Statement of policy for safeguarding and promoting welfare of students at the school.

Positive Behaviour Policy

Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

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

Published reports of Ofsted referring expressly to the school

Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.

Post-Ofsted Inspection Action Plan

A plan setting out the actions required following the last Ofsted inspection.

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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 of which charges are permitted, for example music tuition, trips.

School Session Times

Details of school session and dates of school terms and holidays.

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 need to make a complaint then initially this should be addressed to **Mrs Louise Spellman (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 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 545 745

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

Explanatory Notes

The Freedom of Information Act 2000

The Freedom of Information Act received Royal Assent on 30 November 2000. The primary object of the legislation was to confer a right on individuals to obtain disclosure of information held by public bodies, including schools, rather than leaving them to confer access to the information they hold as a favour.

This is achieved in two ways:

- *Publication schemes* - by imposing on public authorities a positive duty to make information available through the publication of schemes setting out what information they hold and how/where the information is available to an interested individual.
- *Access rights* - by giving the individual who makes a request for information the right to be told whether the body holds such information, and if it does, the right to have that information communicated to him. This individual right of access to information was brought into force for all public authorities (including schools) from January 2005.

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| How it will be monitored: Agenda item annually | By Whom: Headteacher Conyers Local Governing Body |
| Review Date: Annually, June | Review Assigned to: Headteacher Conyers Local Governing Body |