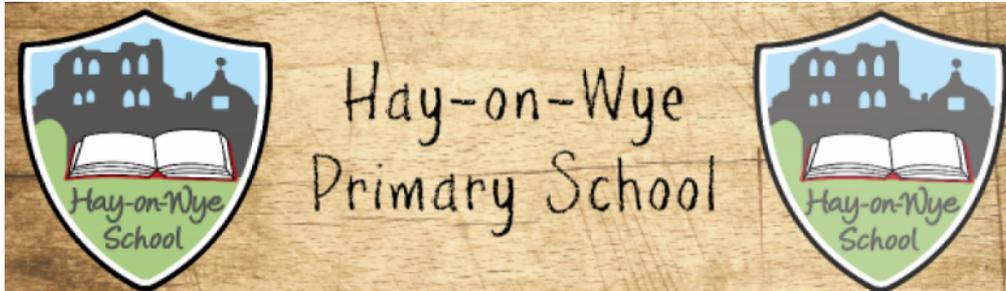


# Ysgol y Gelli Gandryll



*“Dysgu, Cyflawni a Gofalu ar y Cyd”  
“Learning, Achieving & Caring Together”*

## Hay-on-Wye CP School

### Freedom of Information Publication Scheme for Schools Policy

Signed .....Date .....(Chair of  
Governors)

Signed .....Date .....(Headteacher)

# Freedom of Information Publication Scheme

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

Hay-on-Wye C P School,  
Oxford Road,  
Hay-on-Wye,  
Powys. HR3 5BT

office@hay.powys.sch.uk

## DETAILS

The person responsible for maintenance of this scheme is:  
Mr. Richard Morris– Head Teacher

### **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 available on the school website (to be downloaded) as well as being available 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 and has been updated following further information from the Information Commissioner's Office (2008).

### **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 divided into categories of information known as 'classes'. The classes of information that we undertake to make available are organised into the following broad topic areas:

- Who we are and what we do

- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers

### **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.hay.powys.sch.uk](http://www.hay.powys.sch.uk) If the information you're looking for isn't available via the scheme (and isn't on our website), you can still ask if we have it. You can contact the school by telephone, fax, e-mail or letter.

Email: **office@hay.powys.sch.uk**  
 Tel: 01497 820339  
 Contact Address: **Oxford Road, Hay-on-Wye, Powys, HR3 5BT**

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

### **Paying for information**

Single copies of information covered by this publication scheme are provided free unless stated otherwise. 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.

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

### **Classes of Information Currently Published**

#### **WHO WE ARE AND WHAT WE DO**

**Instrument of Government: this information records the name and category of the school and the name and constitution of the governing body**

- 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 name of any person entitled to appoint any category of governor
- Details of any trust
- If the school has a religious character, a description of the ethos of the school
- The date the Instrument takes effect.

**School Prospectus:** this section sets out information published in the school prospectus

The statutory contents of the school prospectus are as follows (ref. Welsh Assembly Government Circular 14/01) (other items may be included at the school's discretion) [Items in *italics* are for secondary schools only]:

- The name, address and telephone number of the school, and the type of school
- The names of the headteacher and chair of governors
- Term dates and session times
- Information about admissions
- A summary of charging and remissions policies determined by the Governing Body
- A statement of the school's ethos and values (to include details of home-school agreements)
- A curriculum statement, including a summary of its content, an explanation of how it is organised in relation to different year groups and key stages, and a description of the teaching methods used
- 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.
- Special curricular and other arrangements made for particular categories of pupils, including those with Additional Learning Needs (ALN) both with and without statements
- Summary of the school's ALN policy
- Information about the school's policies relating to disabled pupils, including facilities to improve access and the accessibility plan
- Information on the school's policy in respect of equal opportunities
- Information about arrangements for dealing with formal complaints about the curriculum or any related matter
- Information about the school's policy on sex education
- Number of pupils on roll and rates of pupils' authorised and unauthorised absences.
- National Curriculum assessment results for appropriate Key Stages, with national comparative NC assessment results
- *Examination results (ELQ, GCSE, A and AS examinations and vocational qualifications) as provided in the RE2 form, with latest national comparative examination results*
- Information on use of the Welsh language
- *Careers education and arrangements for work experience*
- Information on the school's sporting aims and provision for sport
- Information on arrangements for the security of pupils and staff at the school and the school premises
- Attendance data
- *Details of destinations of pupils over 16 years of age*

**Governors' Annual Report:** this section sets out information published in the Governors' Annual Report

The statutory contents of the governors' annual report to parents are as follows (ref. Welsh Assembly Government Circular 15/01) (other items may be included at the school's discretion) [Items in *italics* are for secondary schools only]:

- Notification of the time, date, venue, purpose and agenda for the annual parents' meeting (Note: a meeting must be arranged if no meeting with parents was held in the preceding year or if the Governing Body receives a written request from the parents of 5% or more of the pupils for a meeting to be organised)
- The names and addresses of the clerk and chairperson
- Details of the governing body membership, including their terms of office and status
- 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. This would also include the school's annual income and expenditure returns as well as details of any capital and building projects
- Information on action taken as a result of any resolutions passed at the last meeting
- Summary of changes to the school prospectus since publication
- Term dates and session times
- Action taken to review school policies
- Action taken to implement and review school strategies
- Information on arrangements for the security of pupils and staff at the school and the school premises
- Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year
- A description of the arrangements for the admission of pupils with disabilities, including the school's accessibility and disability equality plans, plus steps to prevent disabled pupils being treated less favourably than other pupils
- A summary of the targets set by the governing body for the coming three years and progress towards the most recent targets
- Number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national comparative NC assessment results
- *Examination results (ELQ, GCSE, A and AS examinations and vocational qualifications) as provided in the RE2 form, with latest national comparative examination results*
- *Details of destinations of pupils over 16 years of age*
- Progress on meeting sporting aims, and sporting achievements

**Information relating to the Governing Body:** this section sets out information relating to the functions of the Governing Body and will include:

- School session times and term dates
- Location and contact information, including website and names of key personnel

## **WHAT WE SPEND AND HOW WE SPEND IT**

**(Financial information for the current and previous two financial years)**

- Financial information including income, expenditure, procurement, contracts and financial audit
- Annual budget plan
- Details of capital funding

- Information about school priorities, including strategies and plans, performance indicators, audits, inspections and reviews
- Pay policy – statement about policy and procedures regarding teachers’ pay, staffing and grading structure
- Governors’ allowances, where applicable
- Details of procedures for the acquisition of goods and services

## WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Information in this class would include:

- Government supplied performance data
- Summary of latest Estyn inspection report (the full Estyn report should also be available)
- Information covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupils’ health, safety and support; post inspection Action Plan; and links with parents and the community
- Performance management information: a statement of procedures and policy adopted by the governing body relating to staff review and development
- The school’s future plans
- Child Protection Policy: a statement of general principles on child protection arrangements (the whole school policy is also available on request)

## HOW WE MAKE DECISIONS

- The process of decision making and record of decisions
- Arrangements for admissions to the school, together with information about the right of appeal
- Minutes of governing body and sub-committee meetings, other than items that are deemed to be confidential

## OUR POLICIES AND PROCEDURES

This class would contain information on the following:

### School Policies

- **Charging and Remissions Policy:** 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
- **Health and Safety Policy:** Written 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.
- **Complaints procedure:** Statement of procedures for dealing with complaints.

- **Staff Conduct, Discipline and Grievance:** Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
- **Pay Policy and Staffing Structure:** Details of the pay policy and how it is implemented, along with details of the school staffing structure (2006)
- **Requests for Information:** Details of the procedures for dealing with requests for information

### **Pupil and Curriculum Policies**

This section gives access to information about policies that relate to pupils and the school curriculum.

- **Home-school agreement:** A written statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements.
- **Curriculum Policy:** A statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
- **Sex Education Policy:** A written statement of policy with regard to sex education.
- **Special Education Needs:** Information about the school's policy on providing for pupils with special educational needs
- **Accessibility/Disability Equality Plans:** A written plan of improvements to access for pupils with disabilities
- **Equalities Policy:** Information regarding equal opportunities, race equality and Welsh Language Scheme
- **Collective Worship:** A statement of arrangements for the required daily act of collective worship.
- **Careers Education (Key Stage 4 pupils):** Information regarding the school's career education programme and how careers education is delivered to Key Stage 4 pupils.
- **Pupil Behaviour/Discipline:** A written statement of general principles on behaviour and discipline including any anti-bullying policy as appropriate.

### **Records Management and Personal Data**

- Information regarding information security, retention of records, destruction and archiving and data protection policies

### **Equality and Diversity**

This section would include information/policies on:

- Equal opportunities
- Welsh Language Scheme

### **Policies and Procedures for the Recruitment of Staff**

- Information regarding the advertising and recruitment to school vacancies
- Information regarding the current vacancies at the school

### **Charging/Remissions**

- Full details of statutory charging regimes, including charges made for information routinely published
- Details of what costs will be recovered, the basis on which they are made and how they are calculated

### **LISTS AND REGISTERS**

- **Curriculum circulars and statutory instruments:** These would include circulars/memoranda from the local authority and the Welsh Assembly Government
- **Disclosure logs:** Provision of details of information provided in response to requests
- **Asset register:** Details of information from capital asset register, where applicable
- **Any information which the school is currently legally required to hold in publicly available registers**

### **THE SERVICES WE OFFER**

This would include details of: extra curricular activities; lunchtime clubs; out of school clubs; school publications; services for which the school is entitled to recover a fee, together with those fees; leaflets, booklets and newsletters

### **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. K. Lawrence,c/o the 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 deals with formal complaints. They can be contacted at:

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

or

**Enquiry/Information Line: 08456 30 60 60 or 01625 54 57 45**

**Fax: 01625 52 45 10**

**E-mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

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