

# **ST. BARTHOLOMEW'S SCHOOL**

## **PUBLICATION SCHEME ON INFORMATION AVAILABLE** **UNDER THE** **FREEDOM OF INFORMATION ACT 2000**

**Reviewed by the Co-ordinating Committee Summer 2015**  
**Approved by Full Governing Body Summer 2015**  
**To be reviewed Summer 2018**

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 and academy 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 scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Aims and Objectives**

This publication scheme aims to show how we intend to ensure that we are clear about the information that we will make public and how this will be done.

### **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 the following broad topic areas:

- a) Who we are and what we do
- b) What we spend and how we spend it
- c) What our priorities are and how we are doing.
- d) How we make decisions
- e) Our policies and procedures

- f) Lists and Registers
- g) The services we offer

#### 4. How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail, or letter. Contact details are set out below or you can visit our website.

**School Website:** [www.stbarts.co.uk](http://www.stbarts.co.uk)

**Contact Address:** **St Bartholomew’s School**  
**Andover Road**  
**Newbury**  
**Berkshire**  
**RG14 6JP**

**Tel:** **01635 521255**  
**Fax:** **01635 576320**  
**E-Mail:** [stbartad@st-barts.org.uk](mailto:stbartad@st-barts.org.uk)

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please).

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

#### 5. Pay for Information

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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box.

#### 6. Classes of Information Currently Published

The following information is available via the school website [www.stbarts.co.uk](http://www.stbarts.co.uk) or items marked with a ❖ are available upon request:

- a) Who we are and what we do

Class	Description
Company Information	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Articles of Association – document recording the name and category of the school</li> <li>• Deed of Variation</li> </ul>
School Prospectus	<ul style="list-style-type: none"> <li>• Year 7-11 Prospectus – gives an outline of the school’s curriculum</li> </ul>

	<ul style="list-style-type: none"> <li>• Sixth Form Prospectus – gives an outline of the school’s curriculum</li> </ul> <p>The contents of the school prospectus are as follows (other items may be included in the prospectus at the school’s discretion):</p> <ul style="list-style-type: none"> <li>- The name, address and telephone number of the school, and the type of school</li> <li>- The names of the Headteacher and Chair of Governors</li> <li>- Information on the school policy on admissions</li> <li>- A statement of the school’s ethos and values</li> <li>- Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents’ rights to withdraw their child from religious education and collective worship and the alternative provision for those students</li> <li>- Information about the school’s policy on providing for students with special educational needs</li> </ul>
Curriculum Statement	<ul style="list-style-type: none"> <li>• Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school</li> </ul>
Board of Governors	<ul style="list-style-type: none"> <li>• Information about the members of the Board of Governors</li> </ul>
Committee Terms of Reference	<ul style="list-style-type: none"> <li>• Full Governing Body</li> <li>• Co-ordinating Committee</li> <li>• Learning &amp; Achievement Committee</li> <li>• Learning Resources Committee</li> <li>• Teaching &amp; Learning Committee</li> <li>• Audit &amp; Finance Committee</li> <li>• Joint Consultative Committee</li> <li>• People &amp; Performance Committee</li> </ul>
Term Calendar and school timetable	<ul style="list-style-type: none"> <li>• Details of the school sessions and dates of school terms and holidays</li> </ul>
Contact Us	<ul style="list-style-type: none"> <li>• Address, email and telephone contact details</li> </ul>

b) What we spend and how we spend it

Class	Description
Company Information	<ul style="list-style-type: none"> <li>• Funding Agreement</li> <li>• Statutory Accounts – which include sources of funding and income, expenditure and plans for capital expenditure</li> <li>• Excluded Pupil funding Agreement</li> <li>• ❖ Value for money statement – details the process for purchasing large value items</li> </ul>

c) What our priorities are and how we are doing.

Class	Description
OFSTED inspection report	<ul style="list-style-type: none"> <li>• ❖ Published report of the last inspection of the school (£) and where appropriate inspection reports of religious education in those schools designated as having a religious character</li> <li>• Summary of the last OFSTED report</li> </ul>
School Development Plan	<ul style="list-style-type: none"> <li>• Lays out the school’s strategic plans for the current year.</li> </ul>

Child Protection Policy	<ul style="list-style-type: none"> <li>• Statement of policy for safeguarding and promoting welfare of students at the school.</li> </ul>
❖ Appraisal Policy	<ul style="list-style-type: none"> <li>• ❖ Lays out expectations and performance targets for staff.</li> <li>• ❖ Annual report of the Headteacher on the effectiveness of the appraisal procedures.</li> </ul>
Summary of External Examination Results	<ul style="list-style-type: none"> <li>• Published annually</li> </ul>

d) How we make decisions

Admissions Policy	<ul style="list-style-type: none"> <li>• Details of the school's policy on admissions</li> </ul>
Admission Appeals Guidance	<ul style="list-style-type: none"> <li>• Guidance on admission appeals</li> </ul>
Minutes of Meetings of the Governing Body and its Committees	<ul style="list-style-type: none"> <li>• Open minutes of the most recent meetings of the Governing Body and its Committees</li> <li>• ❖ Last full academic year open minutes of the Governing Body and its Committees</li> </ul> <p>(NB: Some information might be confidential or otherwise exempt from the publication scheme by law – we cannot therefore publish this.)</p>

e) Our policies and procedures

Name of Document	Description
Anti-Bullying Policy	<ul style="list-style-type: none"> <li>• Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying</li> </ul>
❖ Assessment Policy	<ul style="list-style-type: none"> <li>• ❖ Statement on the assessment of the level of attainment or the quality of performance that has taken place</li> </ul>
❖ Attendance Policy	<ul style="list-style-type: none"> <li>• ❖ Details of the responsibilities of the students, parents and the school and other professionals to ensure maximum attendance at the school</li> </ul>
Behaviour Improvement Policy	<ul style="list-style-type: none"> <li>• Statement on the school's policy to encourage high standards of conduct, work and self-discipline</li> </ul>
Charging for School Activities	<ul style="list-style-type: none"> <li>• 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</li> </ul>
❖ Collective Worship	<ul style="list-style-type: none"> <li>• ❖ Statement of arrangements for the required daily act of collective worship</li> </ul>
Complaints Policy	<ul style="list-style-type: none"> <li>• Statement of procedures for dealing with complaints.</li> </ul>
❖ Curriculum circulars and statutory instruments	<ul style="list-style-type: none"> <li>• ❖ Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Headteacher or Governing Body relating to the curriculum</li> </ul>
❖ Data Protection Policy	<ul style="list-style-type: none"> <li>• ❖ Information on security of data, record retention and record sharing.</li> </ul>
❖ Disciplinary Procedure for Staff	<ul style="list-style-type: none"> <li>• ❖ Statement of procedure for regulating conduct and discipline of school staff</li> </ul>
Emergency Evacuation Procedures	<ul style="list-style-type: none"> <li>• Procedure for exiting the building in an emergency</li> </ul>
Equality Policy	<ul style="list-style-type: none"> <li>• The school's policy to ensure that equal opportunities principles guide the work the school and the behaviour of all members of the school community</li> </ul>
Equality Information	<ul style="list-style-type: none"> <li>• Statistical information and objectives</li> </ul>
Equality Policy	<ul style="list-style-type: none"> <li>• Statement of policy for promoting equality</li> </ul>
❖ Exam Entry Policy	<ul style="list-style-type: none"> <li>• ❖ Information regarding the school's examination entry policy</li> </ul>
❖ Expenses & Travel Guidance & Procedures	<ul style="list-style-type: none"> <li>• ❖ Guidelines regarding claiming expenses and travel costs for staff</li> </ul>
❖ Grievance Procedure for Staff	<ul style="list-style-type: none"> <li>• ❖ Procedures by which staff may seek redress for grievance</li> </ul>
Publication Scheme	<ul style="list-style-type: none"> <li>• Details of classes of information we the school publish or intend to publish</li> </ul>

under the Freedom of Information Act	
❖ Gifted and Talented	<ul style="list-style-type: none"> <li>❖ Information about the school's policy on providing for talented and able students</li> </ul>
❖ Health and Safety Policy and Risk Assessments	<ul style="list-style-type: none"> <li>❖ 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.</li> </ul>
❖ Home School Agreement	<ul style="list-style-type: none"> <li>❖ 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, independent study arrangements</li> </ul>
Personal Development Programme	<ul style="list-style-type: none"> <li>Details of the whole school scheme of work</li> </ul>
Physical Intervention Policy	<ul style="list-style-type: none"> <li>Guidance on the use of reasonable force to restrain a child</li> </ul>
Pupil Premium Information	<ul style="list-style-type: none"> <li>Statement of how pupil premium funding is used to support the most vulnerable students</li> </ul>
School Uniform	<ul style="list-style-type: none"> <li>Details of the school's uniform policy</li> </ul>
❖ Substance Abuse Policy	<ul style="list-style-type: none"> <li>❖ Relating to the school's view on all matters relating to drug abuse</li> </ul>
Teaching and Learning Policy	<ul style="list-style-type: none"> <li>Information on how to enhance quality learning</li> </ul>
Relationship & Sex Education Policy	<ul style="list-style-type: none"> <li>Statement of policy with regard to sex and relationship education</li> </ul>
Special Educational Needs Policy	<ul style="list-style-type: none"> <li>Information about the school's policy on providing for students with special educational needs</li> </ul>

f) Lists and Registers

Name of Document	Description
❖ Complaints	<ul style="list-style-type: none"> <li>❖ Log of complaints received</li> </ul>
❖ Asset Register	<ul style="list-style-type: none"> <li>❖ List of fixed assets</li> </ul>

g) The services we offer

Name of Document	Description
Termly Calendar	<ul style="list-style-type: none"> <li>Details all extra-curricular activities and governor meetings</li> </ul>
❖ Lettings	<ul style="list-style-type: none"> <li>❖ Details regarding school letting</li> </ul>
Bartholomews	<ul style="list-style-type: none"> <li>The School's weekly newsletter to students parents and staff</li> </ul>

## 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:

**Chair of Governors  
St Bartholomew's School  
Andover Road  
Newbury  
Berkshire  
RG14 6JP**

**Tel: 01635 521255**

**Fax: 01635 576320**

**Email: [stbartad@st-barts.org.uk](mailto:stbartad@st-barts.org.uk)**

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 address 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**

**Enquiry/Information Line: 01625 545 700**

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

**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

.....  
Signed by Chair

.....  
Date