

ST BARTHOLOMEW'S SCHOOL

Publication Scheme on Information Available under the Freedom of Information Act 2000

Reviewed by the Business Committee, Autumn 2024
Approved by the Full Governing Body, Autumn 2024
To be reviewed Summer 2027

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 would be governed by the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) from 25 May 2018 and the School's Data Protection Policy

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

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

Tel: **01635 521255**

E-Mail: DPO@stbarts.co.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.

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 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"> • Certificate of Incorporation • Articles of Association – document recording the name and category of the school

	<ul style="list-style-type: none"> • Deed of Variation • Gender Pay Gap
School Prospectus	<ul style="list-style-type: none"> • Year 7-11 Prospectus – gives an outline of the school’s curriculum • Sixth Form Prospectus – gives an outline of the school’s curriculum <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"> - 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’ rights 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
Curriculum and Subject Overview	<ul style="list-style-type: none"> • Details of the curriculum principles, intent and implementation and specific information on all subjects taught with course description and assessment.
Board of Governors	<ul style="list-style-type: none"> • Information about the members of the Board of Governors
Committee Terms of Reference	<ul style="list-style-type: none"> • Full Governing Body Terms of Reference • Education Committee Terms of Reference • Business Committee Terms of Reference • People Committee Terms of Reference • Joint Consultative Committee Terms of Reference
Term Calendar and Term Dates	<ul style="list-style-type: none"> • Details of the school calendar and term dates
Contact Us	<ul style="list-style-type: none"> • Address, email and telephone contact details
Alumni	<ul style="list-style-type: none"> • Details of our Alumni group and activities

b) What we spend and how we spend it

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

c) What our priorities are and how we are doing

Class	Description
Ofsted inspection report	<ul style="list-style-type: none"> • 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
School Development Plan	<ul style="list-style-type: none"> • Lays out the school’s strategic plans for the current year
Safeguarding & Child Protection Policy	<ul style="list-style-type: none"> • Statement of policy for safeguarding and promoting welfare of students at the school
❖ Appraisal Policy	<ul style="list-style-type: none"> • ❖ Lays out expectations and performance targets for staff • ❖ Annual report of the Headteacher on the effectiveness of the appraisal

	procedures
Summary of External Examination Results	<ul style="list-style-type: none"> Published annually

d) How we make decisions

Admissions Policy	<ul style="list-style-type: none"> Details of the school's policy on admissions
Admission Appeals Guidance	<ul style="list-style-type: none"> Guidance on admission appeals

e) Our policies and procedures

Name of Document	Description
Anti-Bullying Policy	<ul style="list-style-type: none"> Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying
Allegations Against Staff Policy	<ul style="list-style-type: none"> Statement of safeguarding structure and expectations of staff who work with our students
Attendance Policy	<ul style="list-style-type: none"> Details of the responsibilities of the students, parents and the school and other professionals to ensure maximum attendance at the school
Assemblies and Acts of Worship Policy	<ul style="list-style-type: none"> Details of the assembly structure, themes and ethos
Positive Behaviour Policy	<ul style="list-style-type: none"> Statement on the school's policy to encourage high standards of conduct, work and self-discipline
British Values Statement	<ul style="list-style-type: none"> Promoting British key Values to the multicultural community
Charging and Remissions Policy	<ul style="list-style-type: none"> 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
Careers Education Guidance	<ul style="list-style-type: none"> A statement providing careers guidance and the providers used
Concerns and Complaints Policy and Procedure	<ul style="list-style-type: none"> Statement of procedures for dealing with complaints
Unreasonable Persistent and Harassing Complainants Policy	<ul style="list-style-type: none"> Statement of procedures for dealing with unreasonable, persistent and harassing complaints
Data Protection Policy	<ul style="list-style-type: none"> Information on security of data, record retention and record sharing and compliance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) from 25 May 2018 for personal data. Privacy notices are displayed on the school website.
❖ Disciplinary Procedure for Staff	<ul style="list-style-type: none"> ❖ Statement of procedure for regulating conduct and discipline of school staff
Equality Policy	<ul style="list-style-type: none"> The school's policy to ensure that equal opportunities principles guide the work of the school and the behaviour of all members of the school community
Equality Objectives	<ul style="list-style-type: none"> Statistical information and objectives
Exclusion Policy	<ul style="list-style-type: none"> Statement of exclusion procedure and guidance
❖ Exam Entry Policy	<ul style="list-style-type: none"> ❖ Information regarding the school's examination entry policy
❖ Expenses & Travel Guidance & Procedures	<ul style="list-style-type: none"> ❖ Guidelines regarding claiming expenses and travel costs for staff
❖ Grievance Procedure for Staff	<ul style="list-style-type: none"> ❖ Procedures by which staff may seek redress for grievance
Publication Scheme under the Freedom of Information Act	<ul style="list-style-type: none"> Details of classes of information we the school publish or intend to publish
Stretch & Challenge	<ul style="list-style-type: none"> ❖ Information about the school's approach to stretch and challenge
❖ Health and Safety Policy and Risk	<ul style="list-style-type: none"> ❖ Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying

Assessments	out the policy
Mobile Phone Policy	<ul style="list-style-type: none"> • Use of mobile phones in school
Medical Conditions Policy	<ul style="list-style-type: none"> • Statement of the schools medical processes
Special Education Needs and Disabilities (SEND)	<ul style="list-style-type: none"> • Details of SEND Policy and Accessibility Plan
Physical Intervention Policy	<ul style="list-style-type: none"> • The School's policy on the use of reasonable force to restrain a child
Pupil Premium Information	<ul style="list-style-type: none"> • 3 year strategy and funding review.
Recruitment of Ex Offenders Statement	<ul style="list-style-type: none"> • Statement of exemption and Enhanced Disclosure checks for all staff and volunteers
Radicalisation and Extremism Policy	<ul style="list-style-type: none"> • The School's approach for dealing with radicalisation and extremism matters
Relationships and Sex Education Policy	<ul style="list-style-type: none"> • Policy regarding of the school's approach and content of relationships and sex education (RSE)
School Uniform	<ul style="list-style-type: none"> • Details of the school's uniform policy
Social Media Policy	<ul style="list-style-type: none"> • Statement relating to the use and management of Social Media
	<ul style="list-style-type: none"> •
Teaching and Learning Policy	<ul style="list-style-type: none"> • The School's Teaching and Learning Policy
Whistleblowing Policy	<ul style="list-style-type: none"> • The School's policy and procedures for whistleblowing
Offsite Activities Policy	<ul style="list-style-type: none"> • Policy regarding offsite activities

f) Lists and Registers

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

g) The services we offer

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

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 Headteacher
St Bartholomew's School
Andover Road
Newbury
Berkshire
RG14 6JP**

Tel: 01635 521255
Email: DPO@stbarts.co.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: 0303 123 1113
E-Mail: accessicoinformation@ico.org.uk
Website: <https://ico.org.uk>

Agreed by the Full Governing Body at their meeting on 10th December 2024.