



St Gregory's Catholic Comprehensive 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 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

The school was founded by and is part of the Catholic Church. It exists to promote and to be witness to the Catholic faith. It assists Catholic parents to bring up their children in the ways of that faith and does so by;

- promoting gospel values;
- enabling every child to fulfil their learning potential, with education that meets the needs of each child; and
- helping every child develop the skills, knowledge and personal qualities needed for life and work.

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 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 by telephone, email, fax or letter. Contact details are set out below [or you can visit our website at www.sgschool.org.uk].

Email: **office@sgschool.org.uk**

Tel: **01892 527444**

Fax: **01892 546621**

Contact Address: **The Office Manager, St Gregory's Catholic Comprehensive School,
Reynolds Lane, Tunbridge Wells, Kent TN4 9XL.**

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 and isn't on our website, you can still contact the school to ask if we have it.

5. Paying 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

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

Class	Description
School Prospectus	<p>The statutory 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 head teacher 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 students on roll and rates of students' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE-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 leavers¹ • 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 and the number of written applications / preferences expressed for those places

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
Minutes² of meetings of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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

Class	Description
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 schemes of work and syllabuses currently used by the school
Education in Personal Relationships Policy	Statement of policy with regard to sex and relationship education
Additional Education Needs Policy	Information about the school's policy on providing for students with additional educational needs
Visits and Journeys Policy	Statement of policy regarding the types of visits, financial responsibility and procedures in places for ensuring student safety
Equal Opportunities and Racial Equality Policy	Statement of policy for promoting racial equality and equal opportunities
Collective Worship	Statement of arrangements for the required daily act of collective worship
Religious Education Policy	Statement of the policy with regard to religious education
Pastoral Care & Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. Includes the school policy on Drugs.
Primary / Secondary Liaison Policy	Statement of arrangements for the smooth transition of students from Key Stage 2 to Key Stage 3

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

Class	Description
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
Finance Policy	A statement of the general policy with regard to Finance (including letting, tendering, monitoring). This includes the school's policy with respect to charges and remissions for any optional extra for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays

Health, Safety, Security and the Environment Policy	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 (includes risk assessments).
Non Statutory Complaints procedure	Statement of procedures for dealing with complaints
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 head teacher on the effectiveness of appraisal procedures
Staff Development Policy	Statement of the policy with regard to Staff development and training
Openness & Honesty Policy	Policy to encourage openness and honesty among employees.
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 Salaries & Conditions Policy	Statement of general policy with regard to the pay, salaries and conditions of employees.
Race, Gender, Disability Equality Scheme Plan	Plan for increasing participation of all students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to all stakeholders.
Employment Protection Policy	Model employment protection policy setting out fair and comprehensive procedures conducive to the effective management of schools and good staff relations
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Annex A - Other documents (£ possible).	Annex A provides a list of other documents that are held by the school and are available on request

[Information available on our website - www.sgschool.org.uk]**

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 Office Manager, St Gregory's Catholic Comprehensive School, Reynolds Lane, Tunbridge Wells, Kent TN4 9XL.**

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

Adopted by Full Governing Body: February 2005, last reviewed July 2009