

# **FREEDOM OF INFORMATION ACT**

## **Publication Scheme**

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000.

The Governing Body of Broughton Hall high School (the school) 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 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this, the school must produce a publication scheme setting out:

- The classes of information which it publishes or intends 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. Some information which the school holds 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. School Aims and Objectives**

- Encouraging excellence and raising aspirations so that all students experience and celebrate personal achievement in all aspects of school life.
- Promoting in our students self-discipline, self-esteem and an enjoyment of learning in a well ordered environment.
- Being a caring community, sensitive to the welfare and development of its students and staff.
- Actively promoting equal opportunities for all and helping students to develop awareness, respect and tolerance for the religious, cultural and moral values of others.
- Developing the school as an integral part of the local community and emphasising the partnership between school and family.
- Equipping our students with the knowledge and skills necessary to participate effectively in a rapidly changing world.

This Publication Scheme is a means of showing how the school is 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 in governing body documents.

- Pupils & Curriculum - information about policies that relate to pupils 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, e-mail, fax or letter. Contact details for Broughton Hall High School are set out below:

**E-Mail:** [Admin@broughtonhall.com](mailto:Admin@broughtonhall.com)  
**Website:** [www.broughtonhall.com](http://www.broughtonhall.com)  
**Telephone:** 0151 228 3622  
**Fax:** 0151 228 1980  
**Contact Address:** Yew Tree Lane, West Derby, Liverpool L12 9HJ

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. 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 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:

<b>School Prospectus</b>	<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"> <li>• The name, address and telephone number of the school, and the type of school</li> <li>• The names of the Head Teacher 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' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>• Number of pupils on roll and rates of pupils authorised and unauthorised absences.</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE/GNVQ results in the school, locally and nationally</li> </ul>
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	<ul style="list-style-type: none"> <li>• A summary of GCE A/AS Level results in the school and nationally</li> <li>• The number of pupils studying for and percentage achieving vocational qualifications</li> <li>• The destinations of school leavers</li> <li>• The arrangements for visits to the school by prospective parents (published in the LA information booklet to parents)</li> <li>• The number of places for pupils of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places</li> </ul>
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Governors' Annual Report and other information relating to the Governing Body - this section sets out information published in the Governors' Annual Report and in other Governing Body documents.

<b>School Profile</b>	<p>The profile contains, where relevant:</p> <ul style="list-style-type: none"> <li>• data provided and updated by the DCSF on an annual basis</li> <li>• a summary of the latest Ofsted report provided by the DCSF and updated at least every three years</li> <li>• narrative sections written by the school, updated at least once every academic year.</li> </ul> <p>The narrative sections include the following headings:</p> <ul style="list-style-type: none"> <li>• What have been our successes this year?</li> <li>• What are we trying to improve?</li> <li>• How have our results changed over time?</li> <li>• How are we making sure that every child receives teaching to meet their individual needs?</li> <li>• How do we make sure our pupils are healthy, safe and well-supported?</li> <li>• What have we done in response to our Ofsted report?</li> <li>• How are we working with parents and the community?</li> </ul>
<b>Instruments of Government</b>	<ul style="list-style-type: none"> <li>• Broughton Hall High School Instrument of Government is available for inspection upon request.</li> </ul>
<b>Minutes* of Meeting of the Governing Body and its committees</b>	<ul style="list-style-type: none"> <li>• Agreed minutes of the Governing Body and its committees (current and last full academic school year)</li> </ul> <p>(* nb: some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish)</p>

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
<b>Student Code of Conduct</b>	Expected attitude from students and housekeeping rules
<b>Anti-Bullying Policy</b>	Statement of the aims of the policy, to clarify the system of dealing with a bullying incident and to outline the content and manner in which anti-bullying education will be delivered in the school.
<b>CRB Policy</b>	Statement of policy for Criminal records Checks and Independent Safeguarding Authority requirements
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>Student Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying (also set out in schools "Anti-Bullying Policy").

<b>E Safety and Internet Policy</b>	Statement of acceptable principles for the safe and effective use of the internet in school
<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education
<b>Special educational Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs
<b>Safeguarding /Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school
<b>Race Equality Policy</b>	Statement of policy for promoting race equality
<b>Collective Worship</b>	Statement of arrangements for the required acts of collective worship
<b>School Marking Policy</b>	Statement of the methodology and mechanisms for how learner's work is marked.

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

<b>Class</b>	<b>Description</b>
<b>Published reports of OFSTED referring expressly to the school</b>	Published report of the last inspection of the school and the summary of the report.
<b>Charging &amp; Remissions Policy</b>	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
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays, as published in the School Prospectus
<b>Health &amp; Safety Policy and risk assessment</b>	Statement of general policy with respect of Health and Safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
<b>Complaints Procedure</b>	Statement of procedures for dealing with complaints
<b>Staff Conduct, Discipline and Grievance</b>	Statements of policy for staff conduct ,behaviour and disciplinary procedures
<b>Annex A - Other Documents</b>	Annex A provides a list of other documents that are held by the school and are available on request

Documents held by the School and available by request

<b>Class</b>	<b>Description</b>
<b>Community Cohesion Policy</b>	Statement of the school's policy with regard to its duty to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between people of different groups
<b>Recruitment &amp; Selection Policy &amp; Procedures</b>	The school is committed to ensuring that the recruitment and selection of all staff is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.
<b>Performance Management Policy</b>	This policy sets out the framework for a clear and consistent assessment of the overall performance of teachers and the head teacher and for supporting their development needs within the context of the school's improvement plan and their own professional needs.
<b>Accessibility Plan &amp; Disability Equality Scheme</b>	The school's plan sets out the proposals of the Governing Body to increase access to education for disabled pupils in the three areas required by the planning duties in the DDA.