

# **STRATHEARN SCHOOL PUBLICATION SCHEME**

The governing body is responsible for maintenance of this scheme.

## **1. Introduction**

One of the aims of the Freedom of Information Act 2000 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**

Strathearn aims to be a secure, stimulating and purposeful learning community where each member is valued and encouraged to develop confidence, self-esteem and a commitment to learning.

**We seek to:**

- Establish a climate, based on mutual respect and consideration, where the needs of each learner are recognised and where all members of the community feel a strong sense of belonging;
- Value commitment, endeavour and excellence in all areas of school life;
- Provide a stimulating learning environment where each pupil has equal opportunities to develop her individual talents and abilities through the provision of a range of appropriate curricular and extra-curricular activities;
- Encourage pupils to share responsibility for their learning and behaviour and to develop the initiative and self-reliance which will enable them to adapt knowledge to new situations;
- Provide opportunities which allow pupils to develop interpersonal and communication skills and to work together towards recognised goals;
- Provide opportunities for all pupils to experience responsibility at various levels within school;
- Develop a meaningful partnership between home and school and to encourage an interest in and concern for the wider community;

and 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 the Governors Annual Report and in other governing body documents
- Pupils and 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, email, fax or letter. Contact details are set out below (or you can visit our website at [www.strathearn.org.uk](http://www.strathearn.org.uk)).

Email: [info@strathearn.belfast.ni.sch.uk](mailto:info@strathearn.belfast.ni.sch.uk)  
 Tel: 028 9047 1595  
 Fax: 028 9065 0555  
 Contact Address: 188 Belmont Road, Belfast, BT4 2AU

To help us process your request quickly, please clearly mark any correspondence ‘**PUBLICATION SCHEME REQUEST**’. 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 do not 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.

## 6. Classes of Information Currently Published

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

Class	Description	Manner Available: <i>Written</i>
<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>• information about the school’s policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils’ absences</li> <li>• national Curriculum assessment results for appropriate Key Stages, with NI summary/figures</li> <li>• a summary of GCSE/GNVQ results in the school</li> <li>• a summary of GCE A/AS level results</li> <li>• the number of pupils studying for and percentage achieving other vocational qualifications</li> <li>• the destination of school leavers[1]</li> <li>• the arrangements for visits to the school by prospective 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> <li>• the school’s expectations of its pupils, for example, school uniform and homework arrangements</li> <li>• the subjects followed by pupils at the School</li> </ul>	

- statement of the careers education provided for pupils at the School
- statement of procedures for dealing with complaints
- details of school session and dates of school terms and holidays
- 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

**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.

Class	Description	Manner Available: <i>Written</i>
<b>Governors' Annual Report</b>	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> <li>• details of the governing body and their category of membership, clearly identifying the chair, vice-chair and secretary</li> <li>• a financial statement, including gifts made to the school</li> <li>• a description of the school's arrangements for security of pupils, staff and the premises</li> <li>• a description of any special arrangements made for the admission of pupils with special educational needs, the steps taken to prevent such pupils from being treated less favourably than other pupils and the facilities provided to assist access to the school by pupils with special educational needs. Ref. Education (NI) Order 1996, article 8.</li> <li>• a description of the steps taken to implement special needs policies, in accordance with article 9 of the Order</li> <li>• number of pupils on roll and rates of pupils' absence</li> <li>• national Curriculum assessment results for appropriate Key Stages, with NI summary figures</li> <li>• GCSE/GNVQ results in the school</li> <li>• GCE A/AS and vocational qualification results in the school</li> <li>• the number of pupils studying for and percentage achieving</li> </ul>	

	<ul style="list-style-type: none"> <li>other vocational qualifications</li> <li>the destination of school leavers<sup>1</sup></li> </ul>
<b>Instrument of Government i.e. The Scheme of Management</b>	<ul style="list-style-type: none"> <li>the name of the school</li> <li>the category of the school</li> <li>the name of the governing body</li> <li>the manner in which the governing body is constituted</li> <li>the term of office of each category of governor if less than 4 years</li> <li>the name of any body entitled to appoint any category of governor</li> <li>the date the instrument takes effect</li> </ul>
<b>Minutes of meetings of the governing body and its committees<sup>1</sup></b>	Agreed minutes of meetings of the governing body and its committees in relation to meetings held from March 2004 onwards.

[1] Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this. See Annex B below.

**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>Manner available:</b> <i>Written</i>
Home – school partnership	Statement of the School’s aims and values. School Pastoral Policy. School Educational Visits Policy.	
Curriculum Policy	Subject choice booklets for pupils choosing GCSE or GCE A-Level subjects, including details of syllabuses currently used by the school. School appeals procedures relating to internal assessment decisions for external examinations.	
Relationships and Sexuality Education Policy	Statement of policy with regard to Relationships and Sexuality Education	
Special Education Needs	Information about the school’s policy on providing for pupils with	

Policy	special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (from March 2004)
Pupil Discipline	School Acceptable Use of the Internet Policy. School Anti-bullying Policy. School Discipline Policy. School Drugs Policy. School Suspensions and Expulsions Policy. Procedures where there is unsatisfactory work in the Sixth Form. Also at <a href="http://www.strathearn.org.uk/policies.htm">http://www.strathearn.org.uk/policies.htm</a>

**School Policies and other information relating 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>Manner available: <i>Written/Web</i></b>
Education & Training Inspectorate (ETI) published reports referring expressly to the school	Published report of the last inspection of the school and the summary of the report (see DENI website)	
Post-ETI inspection	The Governors' response to the inspection report and, where appropriate, the corresponding action plan to address any areas for improvement identified in the report.	
Health & Safety Policy -	Statement of general policy with respect to health and safety and the organisation and arrangements for carrying out the policy	
Performance Management of Staff	Statement of any procedures adopted by the governing body relating to the performance management of staff.	
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. Harassment & Bullying.	

	Internet Usage.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum. (See DENI Website at <a href="http://www.deni.gov.uk/teachers/circulars/d_circulars_index.htm">http://www.deni.gov.uk/teachers/circulars/d_circulars_index.htm</a> )
Other documents	Annex A provides a list of other documents that are held by the school and are available on request

Policy information may be available on our website:

[www.strathearn.org.uk/policies.htm](http://www.strathearn.org.uk/policies.htm)

## 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 Secretary of the Board of Governors at [info@strathearn.belfast.ni.sch.uk](mailto:info@strathearn.belfast.ni.sch.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 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](mailto:publications@ic-foi.demon.co.uk)

Website:

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

# Strathearn School

## Freedom of Information Publication Scheme

### Annex A – Further documents held by the school

Name of Document                      Description

# Strathearn School

## Freedom of Information Publication Scheme

### Annex B – Exemptions

The Freedom of Information Act sets out exemptions to protect confidential or other information where disclosure may prejudice the interests of the state or of third parties.

Exemptions which the School may apply include, for example:

Section in Act	Exemptions	Notes
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22	Information intended for future publication	Information held with a view to publication at a future date where it is “reasonable in all circumstances” to withhold publication until that date.
30	Investigations and proceedings conducted by public authorities	Information held in relation to investigations which an authority has a duty to conduct or civil proceedings brought by the authority.
36	Prejudice to effective conduct of public affairs	May include disclosure likely to ‘inhibit the free and frank provision of advice or “exchange of views”’.
40	Personal Information	Covered by Data Protection Act
41	Information provided in confidence	Where disclosure would constitute an “actionable breach of confidence”
42	Legal professional privilege	
43	Commercial interests	Information which constitutes a trade secret, or disclosure of which is likely to prejudice commercial interests of any person including the authority itself.

For a full list of exemptions log onto:

<http://www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm>

Any classes of information which could contain ‘exempt’ material are clearly identified as such with an explanation of what exemption has been applied and why. Where only part of a document is exempt from disclosure, you may find gaps in the text where exempt material has been removed. Where this occurs the document will be marked to show where the information has been removed and the exemption used.

Where the School applies the provisions to withhold information, that decision is subject to a review process as described in section 7 above.

[1] Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this. See Annex B below.