

RAVENSWOOD 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 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. Aim and Objectives

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the need of each child.
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

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 spilt 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 & 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.

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 and collective worship and the alternative provision for those pupils • information about the school's policy on providing for pupils with special educational needs • number of pupils on roll and rates of pupil's authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national Summary figures • GCSE / GNVQ results in the school, locally and nationally • a summary of GCE A/AS level results in the school and nationally • the number of pupils studying for and percentage achieving other vocational qualifications • the destinations of school leavers • the arrangement for visits to the school by prospective parents • the number of places of pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

Governors' Annual Report and other information relating to governing body – this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
Governors' Annual Report	<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"> • details of the governing body membership, including name and address of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the school and amounts paid to governors • for expenses • a description of the school's arrangements of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils

Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4
Child Protection Policy	Statement of policy for safeguard and promoting welfare of pupils at the School. (from March 2004)
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

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 school designated as having a religious character
Post-Ofsted Inspection action Plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies	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
School Session Times and term Dates	Details of school session and dates of school terms and holidays
Health & Safety Policy and Risk Assessment	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
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 Conduct, Discipline and Grievance	Statement of policy for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
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 the governing body relating to the curriculum
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are Available on request

History of Document

First issued September 2004 based on NSC Guidance for Publishing Scheme.