



*Thomas Alleyne School
Specialist Science College*

Policy Title: Freedom of Information Act
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Policy Title: Freedom of Information Act – Publication Scheme

This is the Thomas Alleyne 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 we have developed one

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 that we will publish 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 from the School Office

Some information that 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. Vision and Value, Aims and Objectives

Mission Statement

We are a small family school with traditional values and successful learners.

School Aims

The Thomas Alleyne School aims to bring out the best in all our young people within a supportive and disciplined environment.

We will strive to:

- Recognise and value individual achievement
- Encourage the pursuit of excellence in all activities
- Prepare young people for adult membership of a rapidly changing society and to have active involvement in the community.
- Encourage clear thinking, curiosity, initiative and self-motivation, and to promote life-long learning.
- Develop concepts, skills and values, including moral and cultural values.
- Develop self-awareness, self-respect, respect and tolerance for others.
- Develop an international awareness and knowledge of the world.

3. Classes (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 section gives a broad outline of the classes (categories) of information. Please see section G of this scheme for more details.

The classes of information that we undertake to make available are organised into four broad topic areas:

- *Class A - School Prospectus* – information published in the school prospectus, which is a collection of documents rather than a single volume.
- *Class B - Other information about the School's Public Profile and the Governing Body* – this will include any published self-evaluation framework and Minutes of the Governing Body Meetings
- *Class C - Students & Curriculum* – information about policies that relate to our students and our school curriculum.
- *Class D - School Policies and other information related to the school* - information about policies and procedures 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 print the current version from our website at www.tas.herts.sch.uk.

Alternatively please contact the school by telephone, email, fax or letter. Please note that we may charge for making paper copies of information that is available on the website. We will not charge for supplying paper copies of information covered by this scheme but not available from the website.

Our contact details are:

Email: admin@tas.herts.sch.uk

Tel: 01438 344344 Fax: 01438 344340

Contact Address: The Operations Manager,
The Thomas Alleyne School,
High Street,
Stevenage
SG1 3BE

To help us process your request quickly, please clearly mark any correspondence in capitals:

“FOIA PUBLICATION SCHEME REQUEST”

If the information you are looking for is not available through the website and/or is not available through the Publication Scheme, you may still contact the school to ask if we have it and if we will supply it to you.

5. Paying for information

Information published on our website is free, although your internet service provider may charge you costs. If you do not have Internet access, you can access our website using a local library or an Internet café.

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 for a specific item, this is shown in Section G below by a £ sign in the description box. The amount charged will be confirmed at the time of your request.

6. Classes of Information Currently Published

Please see section D for the broad outline of the classes (categories) shown below

Class A	Description
School Prospectus	The statutory contents of the school prospectus are as follows, although we may include other items as well: <ul style="list-style-type: none">• information about the Governing Body’s policy on learners with special educational needs (SEN) and any changes to the policy during the last year• a description of the arrangements for the admission of learners with disabilities; details of steps to prevent disabled learners being treated less favourably than other learners; details of existing facilities to assist access to the school by learners with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school

Class B	Description
School Profile	<ul style="list-style-type: none">• The most recent Ofsted report and any post-inspection Action Plan (in summary form)• Any recent Ofsted monitoring reports or subject/thematic inspection/visit reports• The names of the Governors

Governors and the 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 names, categories and terms of office of Governors • The name of any body entitled to appoint any category of governor • Details of any trust • The date the instrument takes effect
Minutes (*) of meetings of the Governing Body and its committees	<p>Agreed minutes of meetings of the Governing Body for the current and the previous full school year.</p> <p>(*) Some information is confidential or otherwise exempt from the publication scheme by law and so we cannot publish this.</p>

Class C	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 religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled learners in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students
Race Equality Policy	Statement of policy for promoting race equality
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 Stage 4
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of learners at the school
Behaviour for Learning Policy	Statement of general principles on behaviour and discipline and of measures taken by the Thomas Alleyne School to prevent bullying and to ensure that behaviour of learners does not disrupt the learning of others
Attendance and punctuality	Statement of policy for attendance and punctuality

School newsletter	Access to Newsletters
School Calendar	Details of School events

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 Operations Manager at the school, as shown in section E of this policy.

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. You can contact them 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