



## Publication Scheme on information available under the Freedom of Information Act 2000.

The Governing Body is responsible for maintenance of this scheme which will be reviewed bi-annually.

### Introduction

The purpose of 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 St John Bosco Arts College have produced a publication scheme, setting out:

- The classes of information which the School 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 the School's publication scheme is available in paper form. Some information may be available from the School's website. 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.

### Aims and Objectives

The School aims to:-

- Create and maintain a learning environment in which each individual has the opportunity to fulfil his/her potential;
- Encourage the pursuit of excellence, both academically and in all other areas to reflect the 'Every Child Matters' agenda;
- Provide opportunities for spiritual, moral, cultural, personal and social development of students including citizenship;
- Encourage students to become life-long learners who are self-motivated, courteous and thoughtful individuals who value themselves, others and the environment;

To achieve these aims the School:

- Provide a happy School environment in which children gain confidence as individuals, able to take pride in their own ability and take responsibility for their own actions.
- Develop good habits and attitudes to work and a life long respect for learning.

This policy has been workload assessed



- Develop high standards of literacy and numeracy.
- Involve children in the aesthetic pleasure of art, music, poetry, prose, drama and movement.
- Provide an environment where understanding, knowledge and respect of people of different cultural backgrounds can be encouraged.
- Have high expectations of all School members using their abilities.
- Meet the needs of learners of all abilities, within the framework of the National Curriculum and its subject areas.

This publication scheme is a means of showing how the Blue Coat School is pursuing these aims.

### Categories of information published

The publication scheme guides you to information which the School currently publishes (or has recently published) or which it 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 School Profile and in other 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.



## 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 (or you can visit our website at [www.stjohnboscoartscollege.com](http://www.stjohnboscoartscollege.com))

Contact details are set out below:

E-mail: [enquiries@stjohnbosco.org.uk](mailto:enquiries@stjohnbosco.org.uk)

Telephone: 0151 235 1620

Contact address: St John Bosco Arts College, Storrington Avenue, Liverpool L11 9DQ

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.

## 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 the section headed 'classes of information currently published'. 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, DVD's or videos we will inform you of the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.



### 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"> <li>• The name, address and telephone number of the School, and the type of School</li> <li>• The names of the Headteacher 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’ rights to withdraw their child from religious education and collective</li> </ul>
	<p>worship and the alternative provision for those students</p> <ul style="list-style-type: none"> <li>• Information about the School’s policy on providing students with Special Educational Needs and Disabilities</li> <li>• Number of students on roll and information on students’ authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li> </ul>

\* Some information might be confidential or otherwise exempt from publication by law - the School cannot therefore publish this.

**School Profile** - Governing bodies of maintained schools, except maintained nursery schools, are required to complete a School Profile every year. This is an online system with all the data for each school provided by the Department for Education. The Profile and the School prospectus outline the minimum interaction that schools should have with parents. Schools are free to communicate and interact with parents above and beyond this requirement in any way they wish.



School Profile and other information relating to the Governing Body - this section sets out information published in the School Profile and in other Governing Body documents.

Class	Description
<b>School Profile</b>	<p>The statutory contents of the School profile reported to parents are as follow:</p> <ul style="list-style-type: none"> <li>• Performance data supplied by the Department for Education</li> <li>• A summary of the latest OfSTED report</li> <li>• Narrative sections written by the School</li> </ul> <p>The narrative sections for the School to complete 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 gets teaching to meet their individual needs?</li> <li>• How do we make sure our students are healthy, safe and well supported?</li> <li>• What have we done in response to OfSTED?</li> <li>• How are we working with parents and the community?</li> </ul>
<b>Other information supplied by the School</b>	<ul style="list-style-type: none"> <li>• Details of the Governing Body membership, including name and address of chair and clerk</li> <li>• A financial statement, including gifts made to the School and amounts paid to Governors for expenses</li> <li>• A description of the School’s arrangements for security of students, staff and the premises</li> </ul>
	<ul style="list-style-type: none"> <li>• Information about the implementation of the Governing Body’s policy on students with Special Educational Needs and Disabilities (SEND) and any changes to the policy during the last year</li> <li>• A description of the School’s Equality and Diversity Policy and Accessibility Plan</li> <li>• Number of students on roll and rates of students’ authorised and unauthorised absence</li> </ul>



<b>Instrument of Government</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>• Details of any trust</li> <li>• If the School has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
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**Students and 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 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 Educational Needs and Disabilities Policy	Information about the School’s policy on providing for students with Special Educational Needs and Disabilities
Accessibility Plan	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 learners
Equality and Diversity Policy	Statement of policy for promoting equality and diversity



Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the School reflects the guidelines set out in the Area Child Protection Committee Code of Practice
Student Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying

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**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 to 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.
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 and 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 Headteacher on the effectiveness of appraisal procedures.



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.
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## **Feedback and Complaints**

St John Bosco Arts College welcomes any comments or suggestions 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 Chair of Governors at the School address.

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 545 745 / 0303 123 1113**

**Fax: 01625 524510**

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**