

St Patrick's Academy

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER FREEDOM OF INFORMATION ACT 2000

Rationale

In line with the requirements of Freedom of Information Act (2000), the Board of Governors of St Patrick's Academy wishes to promote a culture of openness and accountability. It will make information available, on request, to those who are entitled to receive it. At the same time, it recognises the need to protect sensitive personal information. All the information provided by the school will either be available on the school website or in paper form.

Purpose

- To ensure that the school responds effectively and efficiently to requests for information;
- To clarify for staff, pupils, parents and the public, the nature of information (i) currently and (ii) recently published or (iii) to be published in the future;
- To indicate the manner in which information will be published;
- To indicate whether the information is available free of charge or on payment.

Guidelines

- School information can be divided into four broad categories:
 - (a) *School Prospectus* – information published in the school prospectus
 - (b) *Governors' Documents* – information published in the Governors Annual Report and in other governing body documents.
 - (c) *Documents relating to Pupils & the Curriculum* – information about policies that relate to pupils and the school curriculum.
 - (d) *School Policies and other information related to the school* - information about policies that relate to the school in general.See Appendix for a more detailed list of documents.
- Information can be requested by contacting:
 - Email: **info@stpatricksacademy.dungannon.ni.sch.uk**
 - Tel: **028 87727 400**
 - Fax:
 - Contact Address: **St Patrick's Academy, 37, Killymeal Rd, Dungannon, Co Tyrone. BT71 6DS**
 - Website: www.stpatricksacademy.org
- Single copies of information covered by this policy are free, on request. If responding to a request involves a significant amount of photocopying or printing, or (b) the payment of a large postage charge, or (c) is for a priced item, such as a printed publication, the cost will be quoted, before the request is fulfilled.
- The Board of Governors welcomes comments or suggestions about this publication scheme. In the first instance, comments or suggestions should be addressed to the ***Secretary to the Board of Governors, at the school address.***
- If there is dissatisfaction with the response from the Board of Governors, a formal complaint may be made to the ***Information Commissioner's Office*** as the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.ico.gov.uk

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APPENDIX

Types of Information Currently Published

1. School Prospectus:

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

- 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 provided, parents' right to withdraw their child from 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 pupils; 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 locally and nationally
- The number of pupils studying for and percentage achieving other vocational qualifications
- The arrangements for visits to the school by prospective parents
- 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

Governors' Annual Report and other information relating to the governing body:

- The manner in which the governing body is constituted
- The term of office of each category of governor, if less than four years
- A description of the school's ethos
- Details of the governing body membership
- A description of the school's arrangements for security of pupils, staff and the premises
- Arrangements to meet pupils with Special Needs
- A statement of policy on whole staff development, identifying how teachers' professional development impacts on teaching and learning
- Number of pupils on roll and rates of pupils' authorised and unauthorised absence
- Northern Ireland Curriculum assessment results for appropriate Key Stages, with national summary figures
- GCSE, GCE and other examination results in the school, with relevant comparative data
- The number of pupils studying for and percentage achieving other vocational qualifications.
- The destinations of school leavers
- Agreed minutes of meetings of the governing body and its committees

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Policies relating to pupils and the delivery of the curriculum:

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 pupils for example homework arrangements

Curriculum Policy

Statement on following the policy for 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 pupils with special educational needs

Careers Education Policy

Statement of the programmes of careers education provided for Key 4

Child Protection Policy

Statement of policy for safeguarding and promoting welfare of pupils at the school

Pupil Discipline

Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

Other school Policies and information related to the school:

Education and Training Inspectorate (ETI) reports

Published report of the last inspection of the school

Post-ETI inspection action plan

A plan setting out the actions required following the last ETI inspection

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