

ASSUMPTION GRAMMAR SCHOOL

PUBLICATION SCHEME

(Revised November 2010)

This is Assumption Grammar School's Publication Scheme on information available under the Freedom of Information Act 2000.

The Board of Governors is responsible for the 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 information they will make public.

To do this, the Board must produce a publication scheme, setting out:

- **The classes of information which the school intends 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, for example personal information, may not be made public.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2 AIMS AND OBJECTIVES

These are included.

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 Board of Governors' 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.*

<u>CLASS</u>	<u>DESCRIPTION</u>
SCHOOL PROSPECTUS	<p>This section sets out information published in the school's prospectus.</p> <p>The statutory contents of the school prospectus are as follows:</p> <ol style="list-style-type: none"> 1. Name, address, telephone number, fax number, classification and E mail address of the school. 2. The names of the Head Teacher and Chair of Governors. 3. A statement of the school's values and ethos. 4. The school's Admissions Policy. 5. The arrangement for parents of prospective pupils to visit the school. 6. Numbers applying for admission to the school in the school year in which the prospectus is published and in each of the 2 previous years and the number of pupils actually admitted in each of these 3 years. The number will be broken down into the number of applications and admissions in each grade in the Transfer. 7. Details about the school's curriculum: <ul style="list-style-type: none"> • the Board of Governors' Curriculum Policy statement; • details of how complaints are to be made in connection with the curriculum; • details of courses of study taken by pupils. 8. Arrangements for inspecting and obtaining copies of the policies which a school is required to keep available for public inspection.

	<p>9. Information about the Religious Education provided at the school and arrangements for parents to withdraw their children from religious education or collective worship.</p> <p>10. A summary of homework arrangements.</p> <p>11. Information about school hours and holidays including the time at which the school day begins and ends and the dates of school terms and holidays for the school year to which the information relates.</p> <p>12. Information regarding special curricular and other arrangements made for pupils with special needs.</p> <p>13. Information about the assessment outcome of pupils at KS3 in the school and of pupils in Northern Ireland during the previous school year i.e. achieving Level 5, 6, 7 & 8, if relevant, in English, Maths and Science.</p> <p>14. Information on examination performance of:</p> <p>A Year 12 pupils</p> <ul style="list-style-type: none">• the number of pupils enrolled in Year 12 including the number with special needs;• percentage entered for 5 or more GCSEs;• percentage achieving Grade A*-C in 5 or more GCSEs;• percentage entered for 7 or more GCSEs;• percentage achieving Grade A*-C in 7 or more GCSEs;• an alphabetical list of the subjects for which pupils were entered for GCSE, the number entered for each subject and the percentage who achieved each Grade from A*-U.
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B Year 13 & 14 pupils

Information on examination performance in the final year of GCE A level. (Due to the complex nature of the "cashing in" arrangements for AS qualifications and the fact that universal reporting arrangements are not yet established schools are not required to report on AS outcomes).

- the number of pupils enrolled in the final year of A level including the number with special needs;
- percentage achieving 3 or more passes at Grade A-C;
- percentage achieving 3 or more passes at Grade A-E;
- an alphabetical list of the subjects for which pupils were entered for A level, the number entered for each subject and the percentage who achieved each Grade from A-E or who were ungraded.

15. Information about the destination of school leavers as follows:

- percentage transferred to Higher Education;
 - percentage transferred to Further Education;
 - percentage transferred to another school;
 - percentage to Employment;
- (some information might be confidential or otherwise exempt from the publication by law).

16. The arrangements for Pastoral Care.

17. The percentage attendance rates of pupils of compulsory school age.

18. A list of policies available from the school to include:

- Admissions
- Curriculum
- Discipline
- Drugs

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| | <ul style="list-style-type: none">• Special Educational Needs• Child Protection• Health and Safety• Homework• Educational Visits• Pastoral Care• Anti Bullying• Use of the Internet• Use of Photographs• Literacy• Numeracy |
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<u>CLASS</u>	<u>DESCRIPTION</u>
BOARD OF GOVERNORS' REPORT	<p>This section sets out information published in the Governors' Annual Report and in other governing body documents.</p> <p>The statutory contents of the governors annual report are as follows:</p> <ol style="list-style-type: none"> 1. Details of the governing body and their category of membership. 2. Responsibilities of Board of Governors. 3. Number of pupils on the roll and attendance rates of pupils of compulsory school age. 4. Information on KS3 Assessment and Results as detailed in Paragraph 13 in the school prospectus section of this document. 5. An alphabetical list of subjects studied by pupils at the school in the school year to which the annual report relates. 6. Data on examination performance in the school as detailed in Paragraph 14 of school prospectus section and information provided by the Department of Education about average performance of pupils in Northern Ireland in public examinations. 7. Information on Careers Education and Guidance in the school. 8. The destination of school leavers as detailed in Paragraph 15 in the school prospectus section.

	<p>9. The Board of Governors is also required to make available the following information:</p> <ul style="list-style-type: none">• times the school day begins and ends;• dates of school terms and half term holidays for current school year;• details of the Charges and Remissions Policy. <p>10. Annual Financial Statement.</p> <p>11. A description of the school's arrangements for security of pupils, staff and premises. (See Health and Safety Policy and Information for Students and Parents Booklet).</p> <p>12. Details regarding teachers' professional development and how it impacts on learning and teaching.</p> <p>13. School links with the community and with parents.</p> <p>14. A statement on progress in implementing any action plan drawn up following an inspection.</p> <p>15. A statement of the extent to which proposals in the post-inspection plan have been carried into effect.</p> <p>16. Information about the implementation of the Board of Governors' policy on pupils with special educational needs (SEN) and any changes to policy during the year.</p> <p>17. The school also publishes:</p> <ul style="list-style-type: none">• details on Education for Mutual Understanding and Links with the Community;• details of successes and initiatives in PE;• details of initiatives in all departments;• details of facilities and resources
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	<ul style="list-style-type: none"> • information on achievements and events.
<u>CLASS</u>	<u>DESCRIPTION</u>
INSTRUMENT OF GOVERNMENT	<ol style="list-style-type: none"> 1. The name of the school. 2. The category of the school. 3. The name of the governing body. 4. The manner in which the governing body is constituted. 5. The term of office of each category of governor if less than 4 years. 6. The name of any body entitled to appoint any category of governor. 7. Details of any trust. 8. If the school has a religious character, a description of the ethos. 9. The date the instrument takes effect.
MINUTES OF MEETING OF THE BOARD OF GOVERNORS AND ITS COMMITTEES	Agreed minutes of meetings of the Board of Governors and its Committees held from March 2004 onwards.

PUPILS AND CURRICULUM POLICIES

This section gives access to information about policies that relate to pupils 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 pupils, e.g. homework arrangements.
Curriculum Statement	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 Relationships and Sex Education.
Special Education Needs Policy	Information about the school's Policy on providing for pupils with Special Educational Needs.
Accessibility Plans	In preparation. To be reviewed after move to Phase 1 of new school.
Race Equality Policy	In preparation.
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 pupils at the school.
Pupil Discipline	Statement of General Principles on Behaviour

	and Discipline.
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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
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 etc.
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.
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.
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 Board of Governors 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.

Other policies listed in No 18, Section on School Prospectus.

ANNEXE A

1. "Fully Alive" – A Statement of the Ethos of Assumption Grammar Schools.
2. Information for Students and Parents Booklet.
3. Advice on Subject Choices – "Where do I go from here?" – Year 13 pupils.
4. Advice on Subject Choices – Year 11 pupils.
5. Child Protection – Code of Conduct for Visitors.

4 HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the school, please contact the school by telephone, fax, email or letter. Contact details are set out below.

Contact Address: Assumption Grammar School
24 Belfast Road
BALLYNAHINCH
BT24 8EA

Tel: 02897 562250

Fax: 02897 565341

Email: admin@assumption.ballynahinch.ni.sch.uk

Website: www.assumptiongrammar.org.uk

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please).

If the information you are looking for isn't available via the scheme, you can still contact the school to ask if we have it.

5 PAYING FOR INFORMATION

If your request for information means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

6 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:

Assumption Grammar School
24 Belfast Road
BALLYNAHINCH
BT24 8EA

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 545700

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

Website: www.informationcommissisoner.gov.uk

Signed: _____
(For the Board of Governors)

Date: _____

Signed: _____
(Principal)

Date: _____