

IES BRECKLAND

FOI PUBLICATION SCHEME

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

The Governing Body is responsible for the maintenance of this scheme.

1. Introduction: what is a publication scheme and why has it been developed?

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we produce a publication scheme, setting out:

- (i) The classes of information which we publish or intend to publish;
- (ii) The manner in which the information will be published;
- (iii) Whether information is available free of charge or on payment.

Personal information held by the school will not be made public: section 40(2) FOIA.

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



2. Aims and Objectives

IES Breckland aims to:

- Be a school for the future, a school for the community, a school where children are treated as individuals. It will be recognised by all as the outstanding local secondary school, where high standards will be set and expected from all
- Be a stimulating, secure and inclusive centre of both academic and vocational excellence in which students from all backgrounds and faiths in Brandon and its surrounding area are equally valued.

All documents within the publication scheme are a means of identifying how we pursue these aims.

3. Categories of Information published

The publication scheme provides information which the school currently publishes (or has recently published) or will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6. The classes of information are organised with four broad topic areas:

3.1 The School Prospectus – information published in the school prospectus.

3.2 Governors' Documents - information published by the Governing Body.

3.3 Students and the Curriculum - policies relating to our students and the curriculum.

3.4 School Policies and other information – information relating to the school in general.

4. Requesting Information

If you require a paper version of any of the documents within the scheme, please contact the school's Business Manager:

cdriver@breckland.iesschools.co.uk

Address: IES Breckland, Crown Street, Brandon, Suffolk IP27 0NJ

Please mark any correspondence: **PUBLICATION SCHEME REQUEST**

If the information you are looking for is not available via the scheme, you can still contact the school and ask if we have any. Our website holds a range of information and provides guidance and advice on most issues relating to the school.

5. Paying for Information

Information published on our website is free and a range of documents can be downloaded.

If your request requires a lot of photocopying or printing, or a large postal charge, we will inform you of the cost of receiving the requested items before fulfilling your request.

6. Classes of Information currently published

6.1 School Prospectus – this section sets out information published in the school prospectus.

School Prospectus	<ul style="list-style-type: none"> • information about the implementation of the Governing Body's policy on students with special educational needs (SEN) • a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
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6.2 School Profile and Governing Body Documents

School Profile	<p>Performance data Summary of Ofsted report School's intentions for the future, etc.</p>
Instrument of Government	<p>The name of the school</p> <ul style="list-style-type: none"> • The category of the school • The name of the Governing Body • The manner in which the Governing Body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos <p>• The date the instrument takes effect</p>
Minutes of meeting of the Governing Body and its committees	<p>Minutes from meetings of the Governing Body and its Committees. (i) - Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>

6.3 Students and the Curriculum: - This section gives access to information about policies that relate to students and the school curriculum.

Policy	Description
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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 relating to the school's current organisation and arrangements for learning.
Anti-Bullying	Policy relating to the school's current organisation and arrangements for the prevention of bullying.
Behaviour	Policy relating to the school's current organisation and arrangements for the behaviour of pupils.
Learners with SEND	Policy relating to the school's provision for students with Learning and Special Educational Needs and Disability.
Equalities	Policy relating to equality, race, gender and disability
Safeguarding Children	Policy on the arrangements for promoting the well-being of students.

6.4 School Policies: This section gives access to information about policies that relate to the school in general.

School Ofsted Reports	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form ²	A statement of the governing body's evaluation of the schools Performance.
Charging and Remissions	A statement of the schools policy with respect to charges and remissions for any optional extra for which charges are permitted, for example school 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 Policy	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 Principal 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
Pay Policy	Statement of the schools policy regarding teachers pay including procedures for determining teacher's grievances in relation to their pay.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Principal or Governing Body relating to the curriculum.
Admissions	Statement of the school's policy on admissions

² Some information might be confidential or otherwise exempt from the publication by law – the school cannot therefore publish this

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 Chair of Governors, c/o IES Breckland.

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 Commissioners 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 545 700
E Mail: publications@ic-foi.demon.co.uk
Website : www.informationcommissioner.gov.uk**