



## CALDEW SCHOOL

### PUBLICATION SCHEME on information available under the Freedom of Information Act 2000

*Scheme legally required*

*Reviewed under Resources Committee*

*On school website*

*Reviewed biennially*

*Adopted: April 2018*

*Next review: April 2020*

*The governing body is responsible for maintenance of this scheme.*

NOTE: Caldew School is an Academy and where reference is made to school(s) this should be taken to refer to 'academy' in so far as the reference specifically applies to Caldew School.

#### **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 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 which is to be published 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.

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.

#### **2. Aims and Objectives**

The school broadly aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work, and 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 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.

#### **4. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.caldew.cumbria.sch.uk](http://www.caldew.cumbria.sch.uk).

**Email:** [\*\*office@caldew.cumbria.sch.uk\*\*](mailto:office@caldew.cumbria.sch.uk)

**Tel:** **01228 710044**

**Fax:** **01228 710390**

**Contact Address:** **Caldew School, Dalston, CARLISLE, CA5 7NN**

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.

#### **5. Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't 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 section 6. 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 this will be indicated by a £ sign in the description box.

*(continued ...)*

## 6. Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>	<p>The 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 head teacher 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' right to withdraw their child from religious education and collective worship and the alternative provision for those students</li> <li>• information about the school's policy on providing for students with special educational needs</li> <li>• number of students on roll and rates of students' authorised and unauthorised absences</li> <li>• GCSE/GNVQ results in the school</li> <li>• a summary of GCE A/AS level results in the school</li> <li>• the number of students studying for and percentage achieving other vocational qualifications</li> <li>• the arrangements for visits to the school by prospective parents</li> <li>• the number of places for students of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places</li> </ul>

**Information relating to the governing body** – this section sets out information published in Governing Body documents.

<b>Documents</b>	Governor Allowances, Procedures and Structure, Terms of Reference
<b>Minutes<sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i> £

**Students & Curriculum Policies** - This section gives access to information about policies that relate to students and the school curriculum.

Class	Description
<b>Personal Welfare Policy</b> (includes Whole School Food / Drug Education / Anti-Smoking / Sex & Relationships / e-safety / Nutrition)	Statement of the school's policy on drugs, smoking, sex and relationships education; also e-safety, use and the provision of nutrition to national standards

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

<b>Student Behaviour Policy</b> (includes Behaviour / Anti-Bullying / Exclusions)	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying
<b>Student Needs Policy</b> (includes SEN / More Able)	Information about the school's policy on providing for more able students and those with special educational needs
<b>Student Welfare Policy</b> (includes Inclusion & Diversity)	Statement of the school's policy on an all-inclusive school community where students all benefit equally in a safe environment
<b>Teaching &amp; Learning Policy</b> (includes Teaching & Learning / Curriculum / Target Setting / Collective Worship & RE)	Statement on following the policy for the secular curriculum subjects and religious education, and schemes of work and syllabuses currently used by the school, and information on providing measurable levels of progress
<b>Trips and Visits Policy</b>	This policy sets out our procedure in relation to trips and visits
<b>Equality Policy</b>	This document sets out our commitment to be fully inclusive to all stakeholders and eliminate discrimination
<b>GDPR Policy</b> <i>To be agreed</i>	The schools policy showing how it complies with the General Data Protection regulations.
<b>ICT and Acceptable Use Policy</b> <i>To be agreed</i>	Statement of the schools policy on how ICT will be used by staff and students in a legal way that is in line with the ethos of the school and sets out the responsibilities of students and staff.
<b>Safeguarding Policy</b> <i>To be agreed</i>	The schools policy on how students will be safeguarded at the school.
<b>Opportunities for Students to Receive Information Directly From External Providers</b>	This sets out how the school will ensure that students at transition points have access to external providers who will share information about technical education qualifications, apprenticeships and other related guidance.

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report
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 (includes Accessibility Plan)	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
HR policies	Appraisal policy, Capability Policy, Teacher Pay Policy, Whistleblowing Procedures
Complaints procedure	Statement of procedures for dealing with complaints
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

Our website is at [www.caldew.cumbria.sch.uk](http://www.caldew.cumbria.sch.uk)

## 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 Clerk to the Governors, Caldew School. 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**  
**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**  
**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

**CALDEW SCHOOL**  
**Freedom of Information Publication Scheme**  
**Annex A – Further documents held by the school**

- Accessibility Plan
- Admissions Arrangements / Policy
- Attendance Policy
- Articles of Association
- Accounts
- Business Interests
- Caldew School Annual Report
- Statement on Marking
- Financial Handbook
- Memorandum of Association
- Scheme of Delegation
- Value for Money Statement