

This is Culcheth High School's Publication Scheme on Information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this scheme.

1. Introduction:

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 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:

Our core purposes as a school are to:

- **Enable all students to achieve**
- **Allow all students to thrive in a safe and caring environment**
- **Guide all students to be confident, articulate and skilled citizens**
- **Lift aspirations through a passion for learning**
- **Engage parental and community support**

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 website:	information published on the school website
Students and 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, its students and curriculum.

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, e-mail, fax. or letter. Contact details are set out below:

E-mail: info@culchethhigh.org.uk

Telephone: 01925-767587

Facsimile: 01925-763809

Contact Address: Culcheth High School
Warrington Road
Culcheth
Warrington
Cheshire
WA3 5HH

To help us process your request quickly, please clearly mark any correspondence:

“PUBLICATION SCHEME REQUEST”

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:

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, pay a large postage charge, or incur administrative costs we will let you know the cost before fulfilling your request. The fees for photocopying are worked out on a scale basis as shown below:

Number of pages	Copying fee	Number of pages	Copying fee
1 – 19	£1	100 – 149	£10
20 – 29	£2	150 – 199	£15
30 – 39	£3	200 – 249	£20
40 – 49	£4	250 – 299	£25
50 - 59	£5	300 – 349	£30
60 – 69	£6	350 – 399	£35
70 – 79	£7	400 – 449	£40
80 – 89	£8	450 – 499	£45
90 – 99	£9	500 +	£50

6. Classes of Information Currently Published:

School website information: this section sets out information published on the school website:

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows:</p> <ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school • the names of the Headteacher and Chairman of Governors • information on the school policy on admissions • a statement of the school's ethos and values • information about the school's policy on providing for students with special educational needs • link to current OFSTED report • link to Departments of Education Performance Tables • exam results at KS4 and 5 and teacher assessment at KS3 • school prospectus – including uniform requirements
Instrument of Government	<ul style="list-style-type: none"> • the name of the school • 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 • the date the instrument takes effect
Minutes* of meeting of the Governing Body and its Committees	Agreed minutes of meetings of the Governing Body and its Committees (current and last full academic school year)

Students and Curriculum: 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
Sex Education Policy	Statement of policy with regard to sex and relationship education
Inclusion Policy	Information about the school's policy on providing for students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students
Equalities Policy	Statement of policy for promoting equalities in, gender, race, disability, sexuality and age.
Information and Guidance	Statement of the programmes of careers education provided.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school (from March 2004)
Behaviour Policy Statement	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying
Safeguarding Policy	Statement of policy for safeguarding and promoting the welfare of students at the school

School session times and term dates	Details of school session and dates of school terms and holidays
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*Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

School Policies and other information related to the school: this gives access to information about policies that relate to the school in general

Class	Description
Charging and Remissions Policy	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
Health, Welfare & Safety Policy	Statement of general policy with respect to health & 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

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 Headteacher, Culcheth High School, Warrington Road, Culcheth, Warrington, Cheshire WA3 5HH.**

If you are not satisfied with 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: **01625-545-700**

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

Website: www.informationcommissioner.gov.uk

Culcheth High School

Freedom of Information Publication Scheme

Annex A - Further documents held by the school

NAME OF DOCUMENT	DESCRIPTION
CURRICULUM POLICIES	
Marking	
Assessment, Recording and Reporting	
Literacy	
Numeracy	
Setting	
Homework	
Gifted & Talented	
ICT	
Internet use	
School Self Review	
PASTORAL/BEHAVIOUR POLICIES	
Attendance	
Pastoral Policy	
Primary Liaison	
Drugs and Alcohol	
Assemblies	
PHSE	
OTHER POLICIES	
Data Protection	
School Development Plan	
CPD	
Newly Qualified Teachers	
Financial Regulations	
Allocation of Directed Time	
Lettings Policy	
Pay Policy Teachers' Terms and Conditions	
Admissions Policy & Admission Policy during School Year	
Educational Visits	
Policy for Induction of New Staff	