

2016/2019

# Freedom of Information Policy

## Llanishen High School

This document contains the specific policy and associated information relating to Freedom of Information Procedures at Llanishen High School

Responsible staff member: Mrs. S.Parry  
Approved by Governing Body: October 2016  
To be reviewed: October 2019



## **Freedom of Information Policy**

This is Llanishen 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: 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 on our website to download or available from the school 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 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 the Governors Annual Report and in other governing body documents.

**Teaching, learning and evaluation** – policies that relate to teaching and learning including policies concerning curriculum issues, marking and self-supported study

**Finance, staffing and pupil well-being** – policies that relate to school resources, staffing issues and the behaviour and well-being of pupils.

#### 4. How to request information

You can request a copy of the information you want from the contact detailed below or visit our website at [www.llanishen.cardiff.sch.uk](http://www.llanishen.cardiff.sch.uk)

If the information you're looking for isn't available via the scheme you can still ask if we have it. You can contact the school by telephone, email, fax or letter.

Email: [Sarah.Parry2@cardiff.gov.uk](mailto:Sarah.Parry2@cardiff.gov.uk)

Tel: **029 20680 800**

Fax: **029 20680 830**

Contact Address: The Head Teacher, Llanishen High School, Llanishen, Cardiff CF14 5YL

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

“PUBLICATION SCHEME REQUEST” (in CAPITALS please)

#### 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. 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.

#### 6. Classes of Information Currently Published

**Prospectus –published on school's website and available in hard copy on request.**

<p><b>School Prospectus</b> – this section sets out information published in the school prospectus.</p>	<p>The statutory 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>⤴ name, address and telephone number of the school</li><li>⤴ classification and language of the school</li><li>⤴ the names of the headteacher and the chair of governors</li><li>⤴ a statement of the school's ethos and values</li><li>⤴ details of the school's admission arrangements for pupils of different ages and special arrangements for the admission of disabled pupils – giving numbers of places</li></ul>
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	<p>available, number of applications, number of appeals and numbers of successful appeals</p> <ul style="list-style-type: none"> <li>⤴ the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for these pupils</li> <li>⤴ information about the curriculum, the organisation of education and teaching methods, including provision for pupils with special educational needs</li> <li>⤴ a summary of the content and organisation of sex education</li> <li>⤴ details of careers education and arrangements for work experience</li> <li>⤴ number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>⤴ the most recent summary of secondary school performance (SSSP) for key stage 4 pupils and of teacher assessments for end of key stage 3 pupils</li> <li>⤴ the destinations of pupils aged 15 or 16 at the end of the previous academic year</li> <li>⤴ a summary of policies for pupils with SEN, for supporting looked after children, for charging and for equal opportunities</li> <li>⤴ details of the member of staff designated to promote the educational achievement of looked after children</li> <li>⤴ term dates and session times</li> <li>⤴ arrangements for the security of pupils, staff and school premises</li> <li>⤴ key features of any home-school agreement</li> <li>⤴ how complaints can be made</li> <li>⤴ the arrangements for visits to the school by prospective parents</li> <li>⤴ a summary of the sporting aims of the school and of arrangements for pupils' participation in sport</li> <li>⤴ a statement about the use of the Welsh language</li> <li>⤴ provision of toilet facilities and their cleaning</li> </ul>
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**Governors' Annual Report and other information relating to the governing body** - this section sets out information published in the Governors' Annual Report and in other Governing Body Documents. **These are published on the school's website**

<p>Governors' Annual Report and in other governing body documents.</p>	<p>The statutory contents of the governors' annual report to parents are as follows (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> <li>⤴ details of the members of the governing body including the</li> </ul>
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	<p>name and address of the chair and the clerk</p> <ul style="list-style-type: none"> <li>✦ a statement on progress in implementing the action plan drawn up following an inspection</li> <li>✦ a full financial statement, outlining school income and expenditure</li> <li>✦ information relating to any meeting held or not held with parents</li> <li>✦ information, if available, about the arrangements for the next election of parent governors</li> <li>✦ the most recently published school comparative data in relation to teacher assessments at the end of key stage 3</li> <li>✦ the most recent Summary of Secondary School Performance (SSSP) for pupils at the end of key stage 4;</li> <li>✦ attendance information - authorised and unauthorised pupil absences</li> <li>✦ the provision made for pupils to participate in sport, including extra-curricular sports activities</li> <li>✦ destination of pupils aged 15 or 16</li> <li>✦ steps taken to develop or strengthen community links</li> <li>✦ information relating to targets for improvement in pupil performance and for reducing unauthorised absences</li> <li>✦ any review and resulting action by the governing body in respect of any policies or strategies adopted by them</li> <li>✦ term dates, including half term dates, for the next school year</li> <li>✦ summary of changes to the school prospectus since the last governors' annual report</li> <li>✦ a statement on the curriculum and organisation of education and teaching methods including any special arrangements for particular categories of pupils, including those with statements of special educational needs</li> <li>✦ the language category which describes the school</li> <li>✦ the use of the Welsh language in the school by pupils</li> <li>✦ a statement on the provision of toilet facilities for pupils and the arrangements for their cleaning</li> <li>✦ action to promote healthy eating and drinking by pupils</li> </ul>
Instrument of Government	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>

Minutes* of meeting of the governing body and its committees	Minutes of the meetings of the governing body and its committees.
Published Estyn Report on the school	Report of the last inspection of the school – February 2016.
Post-Estyn Action Plan/School Development Plan	Plan to address the issues identified in the 2016 Estyn Report and the LHS Vision Document.

*\*Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.*

**Teaching, learning and evaluation policies. These policies are published on the school's website.**

Assessment, Recording & Reporting	Arrangements for assessing, recording and reporting pupil attainment
Careers Education & Guidance	Arrangements for careers education and work-related experience
Complaints	Procedures for handling complaints against the school which may be brought by parents, pupils, members of the local community or anyone who has dealings with the school.
Controlled Assessment	Guidance for staff and pupils on the conduct of controlled assessments which form part of public examinations
Curriculum Cymreig	Policy on integration into the curriculum of the full range of aspects of life in Wales and of the incidental use of Welsh
Curriculum	Policy on the delivery of the curriculum at key stages 3,4 and 5
Differentiation for Learning	Policy on differentiating units of work and classroom teaching so as to enable pupils of all abilities to progress.
Education for Sustainable Development & global citizenship	Arrangements for delivery across the curriculum of education on sustainable development and global citizenship
Examinations	Arrangements for the entry of pupils for public examinations
Homework & Self Supported Study	Policies to encourage pupils to become independent learners through homework and self-supported study
International Schools	Arrangements for working towards and retaining the international schools award by embedding global awareness in the curriculum and in extra curricular activities

Assessment, Recording & Reporting	Arrangements for assessing, recording and reporting pupil attainment
Inclusion	Policies and arrangements for addressing the needs of pupils with additional learning needs including those on the special education needs register or with SEN statements
Marking	Arrangements for the on-going monitoring and evaluation of pupils' work
More Able and Talented	Strategies for identifying more able and talented pupils and making curriculum provision which supports and challenges them.
Plagiarism	Policy to ensure that pupils understand that plagiarism is a form of cheating and is unacceptable and to address plagiarism when it is identified
Pupil Grouping for Learning	Policy on grouping pupils so that they whatever their ability they have the best opportunity to achieve their potential
Sex & Relationships Education	Arrangements for providing pupils with a comprehensive and well-planned programme of sex and relationships education to help them cope with their physical, emotional, moral and spiritual development.
Teaching for Learning	Policies for placing high-quality teaching and learning at the heart of the work of the school
Whole School Food & Fitness	Policies for promoting physical activity and healthy eating throughout the life of the school

**Finance, staffing and pupil well-being policies** These policies are published on the school's website.

Anti-bullying	To address and prevent pupil bullying
Attendance	Arrangements to promote high levels of attendance by all pupils and to address unauthorised absence and persistent lateness
Charging and Remissions	Statement of those elements of provision for which the school has discretion to charge
Child protection and procedures	Arrangements to ensure that pupil welfare is paramount and concerns about individual pupils are addressed
Data protection	Arrangements for the protection of personal information handled by the school
Substance misuse education and incident	The policy describes current practice in providing education to pupils about drugs and addressing any drug related incidents in the school
Educational visits	Arrangements for the range of educational visits which the school provides for pupils

Gifts and hospitality	Policy on the acceptance of gifts and hospitality by governors and school staff
Health and safety	The policy identifies the responsibilities of all members of the school community for health and safety issues and sets out arrangements for safeguarding the health and safety
Internet access and e-safety	The benefits of internet access for the school community and arrangements for controlling access.
Positive behaviour	The policy sets out expectations for pupil behaviour and arrangements for encouraging good behaviour and addressing poor behaviour
School uniform	The policy sets out school uniform requirements and the 6 <sup>th</sup> form dress code
6 <sup>th</sup> form admissions	The policy sets out the arrangements for admitting pupils (post 16) to the 6 <sup>th</sup> form of the school
Strategic equality plan and annual equality report.	The plan has been adopted by the governing body in accordance with the Equality Act 2010 and sets out the school's objectives for its equality policy and the actions planned to meet those objectives
Whistle-blowing	The policy applies to all school staff and sets out arrangements for staff to report concerns and for investigation of such concerns

In addition to the above policies there are a number of policies relating to staffing matters that are available on request from the school. These include the staff redeployment and redundancy policy, the model whole school pay policy, the school attendance and wellbeing policy, the disciplinary procedures policy, and the disclosure and barring service policy.

## 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 Head Teacher, Llanishen High School, Llanishen, Cardiff CF14 5YL

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 545 700

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)