



Homewood School & Sixth Form Centre

LEARNING · RESPECT · BELONGING

FREEDOM OF INFORMATION & PUBLICATION SCHEME POLICY

Date approved by Governors
July 2015

HOMWOOD SCHOOL & SIXTH FORM CENTRE

FREEDOM OF INFORMATION & PUBLICATION SCHEME POLICY

This policy will be reviewed every three years

DATE OF POLICY: May 2015

DATE OF REVIEW: May 2018

Member of staff responsible for Policy:

The Principal & Head of Administration

Signed.....Principal

Signed..... Chairman of Governors

This is Homewood School & Sixth Form Centre'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 available either for you on our website to download and print off or available in paper form but please enquire at the main school office if you are in any doubt.

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 and adopted by our Governing Body.

2. Aims and Objectives

- Each student is valued as an individual
- Students are able to develop their own personal philosophies and high moral standards.
- Students become enthusiastic about school life and want to learn and succeed in their examinations.
- Students are secure in the knowledge that rules of behaviour will be upheld and that they will enjoy a clean environment in which to pursue their studies and extra curricular activities
- Students develop confidence to make the most of their abilities and talents and enjoy making their unique contribution to the life of the school
- Students can enjoy being members of a community in which concern for others, tolerance and mutual respect reduce the need for discipline
- Collectively and individually Homewood staff set and maintain the highest professional standards
- All students deserve to experience a measure of success in their learning
- Each child is of equal importance

- We strive for the best for each child
- Each child has the right to learn without disruption

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.
- *School Information and Governing Body* – information published on the <https://www.gov.uk/government/organisations/department-for-education> website and 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.homewood-school.co.uk

Email: info@homewood.kent.sch.uk

Tel: 01580 764222

Fax: 01580 766267

Contact Address: **Homewood School & Sixth Form Centre, Ashford Road, Tenterden, Kent, TN30 6LT.**

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 or does not appear 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 it is for a priced item such as some printed

publications or videos we will let you know the cost before fulfilling your request.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus	<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"> • The name, address and telephone number of the school, and the type of school • The names of the Principal and the Chair of Governors • Information on the school Policy on admissions • A statement of the school's ethos and values • 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 • Information about the school's policy on providing for students with special educational needs (SEN) • Number of students on roll and rates of students' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the school, locally and nationally • A summary of GCE A/AS level results in the school and nationally • The numbers of students studying for and percentage achieving other vocational qualifications • The destinations of school leavers • The arrangements for visits to the school by prospective parents • 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

School Information and other information relating to the governing body– **this section sets out information published on the DfE website <https://www.gov.uk/government/organisations/department-for-education> and in other governing body documents and is available on line.**

Class	Description
School Information	<p>http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=137484&superview=sec</p> <p>The contents relating to Homewood is as follows:</p> <ul style="list-style-type: none"> • Performance data supplied by the DfE • A summary of the latest Ofsted report; • Narrative sections written by the school

	<p>The narrative sections for the school to complete include the following headings:</p> <ul style="list-style-type: none"> • What have been our successes this year? • What are we trying to improve? • How have our results changed over time? • How are we making sure that every child gets teaching to meet their individual needs? • How do we make sure our students are healthy, safe and well-supported? • What have we done in response to Ofsted? • How are we working with parents and the community?
Articles of Association	<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	<p>Agreed minutes of meetings of the governing body and its committees (Please note, some information in this class might be confidential or otherwise exempt from publication by law.)</p>

Students & Curriculum Policies - **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 pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationship and Sex Education Policy	Statement of policy with regard to sex and relationship education

Special Education Needs Policy	Information about the school's policy on providing for students with special educational needs
Equality Policy (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 pupils.
Racial Equality Policy	Statement of policy for promoting race equality
SMSC (Spiritual, Moral, Social, Cultural)	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for students.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Ethos for Learning Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

School Policies and other information related to the school are available on our website, www.homewood-kent.co.uk

- This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection
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	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
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 head teacher on the effectiveness of appraisal procedures

Disciplinary Procedure	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 school's policy regarding teacher and associate staffs' pay including procedures for determining teacher and associate staffs' grievances in relation to their pay.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the principal or governing body relating to the curriculum Available on http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=137484&superview=sec website
Admissions policy	Statement of the schools policy on admissions http://www.homewood-school.co.uk/sites/default/files/Admissions%20Policy%202015.pdf

More Policies available on our website, www.homewood-kent.co.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 Principal, Homewood School & Sixth Form Centre, Ashford Road, Tenterden, Kent, TN30 6LT.

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

www.ico.org.uk

Helpline: 0303 123 1113