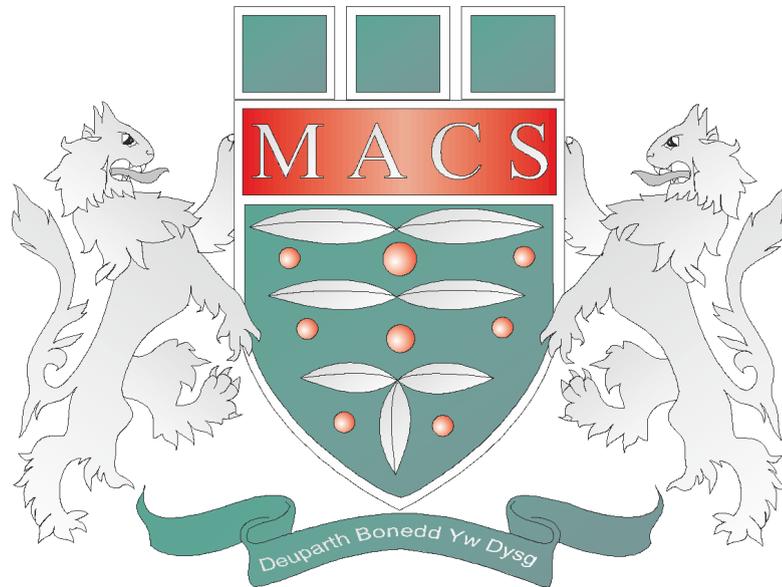


# MOUNTAIN ASH COMPREHENSIVE SCHOOL

## *YSGOL GYFUN ABERPENNAR*



## FREEDOM OF INFORMATION PUBLICATION SCHEME

Signed \_\_\_\_\_ *P. J. J. J.* \_\_\_\_\_ (Chair of Governors)  
Date 23.5.18

Reviewed: May 18  
Next review date: May 19

## ***This is Mountain Ash Comprehensive School's Publication Scheme***

*Our full title and address for sending requests for any documents is:*

***Mountain Ash Comprehensive School  
New Road, Mountain Ash, CF45 4DG***

*The person responsible for maintenance of this scheme is:*

***Mrs Samantha Evans, Headteacher***

### **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 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. 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 5 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.**
- ***Pupils & Curriculum*** - information about policies that relate to pupils and the school curriculum.
- ***School Policies*** - information about policies that relate to the school in general.

### 3. **How to request information**

You can request a copy of the information you want from the contact detailed below.

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, fax, email or letter.

Email: **info@macs.uk.net**

Tel: **(01443) 479199**

Fax: **(01443) 473412**

Contact Address: **Mountain Ash Comprehensive School,  
New Road, Mountain Ash, CF45 4DG**

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in **bold CAPITALS**).

### 4. **Paying for information**

Single copies of information covered by this publication scheme 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 for a particular item this is indicated in the boxes in Section 5 by a £ sign following the description of the item.

## 5. 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 statutory contents of the school prospectus are as follows, (other items may be included 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 Headteacher and Chair of Governors.</li> <li>● information about 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 pupils.</li> <li>● information about the school's policy on providing for pupils with special educational needs.</li> <li>● number of pupils on roll and rates of pupils' authorised and unauthorised absences.</li> <li>● National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li> <li>● Use of the Welsh Language.</li> </ul>

### **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.

Class	Description
<b>Governors' Annual Report</b>	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"> <li>● details of the governing body membership, including name and address of chair and clerk.</li> <li>● a statement on progress in implementing the action plan drawn up following an inspection.</li> <li>● a financial statement, including gifts made to the school and amounts paid to governors for expenses.</li> <li>● information about school prospectus and school development plan.</li> <li>● information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year.</li> <li>● the accessibility plan covering future policies for increasing access by those with disabilities to the school.</li> <li>● term dates.</li> <li>● rates of pupils' authorised and unauthorised absence.</li> <li>● GCSE and A Level examination results for past three years, with national summary figures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Community-focused schools.</li> <li>• information on admission/transition arrangements.</li> <li>• destination of school leavers.</li> </ul>
<b>Instrument of Government</b>	<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 name of any person 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 of the school.</li> <li>• The date the instrument takes effect.</li> </ul>
<b>Minutes <sup>[1]</sup> of meeting of the Governing Body and its committees</b>	Minutes from governors board and committee meetings (excluding any confidential minutes).

**Pupils & Curriculum Policies** - this section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
<b>Access to Fair Assessment Policy</b>	Statement of arrangements in place to ensure all pupils have access to fair assessment.
<b>Admissions Policy</b>	Local Education Authority policy and procedures on admission of pupils into the school.
<b>Anti-Bullying Policy</b>	Statement of how the school deals with any bullying issues which may arise.
<b>Assessment, Recording and Reporting Policy</b>	Statement of arrangements for assessment, recording and reporting.
<b>Attendance Policy</b>	Statement on how the school deals with pupil attendance.
<b>Collective Worship Policy</b>	Statement of arrangements for the required daily act of collective worship.

<b>Consistency in Behaviour Management Policy</b>	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.
<b>Controlled Assessment Policy and Risk Management</b>	Statement of arrangements for controlled assessment and the risk management thereof.
<b>Curriculum Policy</b>	Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
<b>External Examinations Policy</b>	Statement of arrangements for external examinations.
<b>Health and Wellbeing Policy</b>	Statement on the school's plan for ensuring all pupils have access to healthy choices.
<b>Health Education Policy</b>	Written statement of policy with regard to health education.
<b>Home - school agreement</b>	Written 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.
<b>Internal Moderation Policy</b>	Statement of arrangements for internal moderation.
<b>Literacy Across the Curriculum Policy</b>	Statement of arrangements for consistency and improvement in literacy across the curriculum.
<b>Mobile Phone Policy</b>	Statement of the school's policy on the use of mobile phones.
<b>More Able and Talented Learners Policy</b>	Statement of arrangements for pupils judged to be more able and talented.
<b>Numeracy Across the Curriculum Policy</b>	Statement of arrangements for consistency and improvement in numeracy across the curriculum.
<b>Pastoral Support System Policy</b>	Statement of arrangements for the Pastoral Support System within the school.

<b>Personal and Social Education Policy</b>	Written statement of policy with regard to personal and social education.
<b>Safeguarding Child Protection Policy</b>	Statement of general principles on Child Protection arrangements ( <i>from March 2004</i> ).
<b>School Inclusion Policy</b>	Written statement of policy with regard to school inclusion.
<b>School Uniform Policy</b>	Written statement of policy with regard to school uniform.
<b>Sex Education Policy</b>	Written statement of policy with regard to sex education.
<b>Special Educational Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs.
<b>Spiritual, Moral, Social and Cultural Development Policy</b>	Written statement of policy with regard to the spiritual, moral, social and cultural development of pupils.
<b>Work-Related Education Policy</b>	Statement of arrangements for work-related education.
<b>Writing Policy</b>	Written statement of policy with regard to writing.

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

<b>Class</b>	<b>Description</b>
<b>Arrears Policy</b>	Written statement of policy and procedures with regard to debtors whose accounts with the school fall into arrears.
<b>Arson Prevention Policy</b>	Statement of arrangements for the prevention of arson in the school.
<b>Bilingualism Policy</b>	Written statement of policy with regard to bilingualism.
<b>Charging Policy</b>	Written statement of policy and procedures with regard to charging for use of school premises by outside organisations.

<b>Charging and remissions policies</b>	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging of which charges are permitted, for example music tuition, trips.
<b>Complaints Policy/Procedure</b>	Statement of procedures for dealing with complaints.
<b>Dignity at Work Policy</b>	Written statement of policy with regard to staff dignity at work.
<b>Disability Access Plan</b>	Written plan of improvements to access for pupils with disabilities ( <i>from April 2004</i> ).
<b>Equal Opportunities Policy</b>	Written statement of policy with regard to equal opportunities.
<b>Hire of Premises Policy</b>	Written statement of procedures for hire of the school premises by an outside organisation.
<b>Network Security Policy</b>	Written statement of policy with regard to network security.
<b>School session times</b>	Details of school session and dates of school terms and holidays.
<b>Health and Safety Policy</b>	Written 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.
<b>Performance Management</b>	Statement of procedures adopted by the governing body relating to staff performance management.
<b>Private Fund Refund Policy</b>	Written statement of policy with regard to refunding for school trips.
<b>Race Equality Policy</b>	Written statement of policy with regard to race equality.
<b>School Emergency Management Plan</b>	Written procedures for dealing with a school emergency.
<b>Substance Misuse Policy</b>	Written statement of policy with regard to substance misuse.

<b>Staff Conduct, Discipline, Capability and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
<b>Teaching and Learning Policy</b>	Written statement of policy with regard to Teaching and Learning.
<b>Reports of Estyn School Inspections under Sections 10 and 23 of the School Inspections Act 1996</b>	Report of an inspection of the school and the summary of the report.
<b>Post Inspection action plan</b>	A plan setting out the actions required following an Estyn inspection.

## 6. 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 need to make a complaint then initially this should be addressed to Mr H Lloyd, Headteacher, at the school address.

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)**

⚠ Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.