



***This is St George'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 to you on our website, to download and print off, or available in paper form from our Clerk to the Governors.

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**

### **Aims**

We aim to help our pupils to achieve a sense of fulfillment at school and as adults by:

- Providing a first class education which helps all of them to achieve their full potential.
- Encouraging respect for moral and spiritual values which reflect the Christian Foundation of the school.
- Helping all of them to grow into mature, self-disciplined citizens and caring members of society prepared for the challenges they will face in a technology and information based economy.
- Having an environment which provides for equality of opportunity and promotes good relations between individuals within the school and in the wider community on the basis of mutual respect.
- We expect to achieve these aims in partnership with parents and carers together with partner schools and groups in the community.

## Objectives

- We envisage the above statements being put into practice by:
- Employing teachers who are well-qualified, both academically and professionally, with scope for professional development to enhance their expertise.
- Employing support staff who are able to play a full part in the care and education of our pupils and the day to day running of the school. We aim to give them access to further training as necessary.
- Providing human and material resources to match the curriculum and care which we offer.
- Providing learning opportunities and activities which motivate pupils in a purposeful and challenging way and which make best use of the new technology to enrich study.
- Preparing pupils for the world of work, further study and leisure.
- Offering a broad and balanced curriculum which progresses through the programmes of study for the National Curriculum and which emphasises technological subjects and methods in keeping with the school's status as a Technology College. This will lead to a post-sixteen curriculum which includes a wide range of courses. (Details are provided in the Governors' Curriculum Policy).
- Promoting the Christian character of the school through both our acts of worship, which include Sunday Chapel services, and our supportive, caring community.
- Providing regular opportunities for pupils to reflect upon their work and to participate in their own assessment and target setting.
- Encouraging and celebrating the success of pupils in their progress and achievements.
- Providing a care and support system for each pupil within the context of a House and Tutor system.
- Using resources in a manner that treats each pupil's education with equal importance.
- Delivering a curriculum which recognises and encourages positive contributions from individuals of different genders, cultures, religions and abilities.
- Reporting regularly to parents and carers on pupil's developments and achievements.
- Working in partnership with parents and carers and continuing to develop channels of communication and mutual support between the home and the school.

*(These were approved by the Governing Body in June 2001)*

### 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:

- |                                |   |   |
|--------------------------------|---|---|
| <i>School Prospectus</i>       | – | information published in the school prospectus.   |
| <i>Governors' Documents</i>    | – | information published in the Governors Annual Report and in other governing body documents.                   |
| <i>Pupils &amp; Curriculum</i> | – | information about policies that relate to pupils and the school curriculum.                                   |
| <i>School Policies</i>         | - | information about policies that relate to the school in general, and other information related to the school. |

#### 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.stgeorges.herts.sch.uk**.

Email                               **admin @stgeorges.herts.sch.uk**  
Tel:                                   **01582 765477**                   Fax:   **01582 469830**  
Contact Address:               **St George’s School, Sun Lane, HARPENDEN, Herts AL5 4TD**

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.

#### 6. INFORMATION CURRENTLY PUBLISHED AND AVAILABLE ON OUR WEB SITE

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

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the Headteacher and 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 pupils
- information about the school’s policy on providing for pupils with special educational needs
- number of pupils on roll and rates of pupils’ 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 number of pupils studying for and percentage achieving other vocational qualifications
- the destinations of school leavers<sup>1</sup>
- the arrangements for visits to the school by prospective parents
- the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

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

**The School Profile and information relating to the governing body** – this section sets out information published in the School Profile and in other governing body documents.

<b>Class</b>	<b>Description</b>
<b>School Profile</b>	The contents of the School Profile are as follows: <ul style="list-style-type: none"> <li>• Performance data</li> <li>• A summary of Ofsted report</li> <li>• The school’s intentions for the future</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 term of office of each category of governor</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• A description of the school’s ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes of meeting of the governing body and its committees<sup>1</sup></b>	Agreed minutes of meetings of the governing body and its committees [ <i>current and last full academic school year</i> ]

**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>
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
Sex and Relationships Policy	Statement of policy with regard to sex and relationship education
Learning Support Policy	Information about the school’s policy on providing for pupils with special educational needs
Access for the Disabled	Plan for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality
Worship Policy	Statement of arrangements for the required daily act of collective worship
Careers Education and guidance Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. ( <i>from March 2004</i> )
Discipline Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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**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 and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Governors' 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 School Arrangements	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
Teachers' Performance Management Policy	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
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
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Admissions Criteria	Statement of the school's policy on admissions.

## 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 Headmaster

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)**