



Montgomery High School

An Academy, Language College and Full Service School

Publication Scheme under the Freedom of Information Act 2000

Approved by Personnel Committee under powers delegated by the Governing Body
20/11/13

Review period **3 years**

Linked Policies/Guidance

Records Management Policy

Records Management Society Guidance

Data Protection Policy: Students

Freedom of Information Access Procedure

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 for you on our website to download and print off or 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

The school aims to:

- enable every student to fulfil their learning potential, with education that meets the needs of each student,
- help every student 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.

Information published by the governing body

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.montgomeryschool.co.uk

Email: admin@montgomery.blackpool.sch.uk
Tel: 01253 356271
Fax: 01253 352305
Contact Address: All Hallows Road
Bispham
Blackpool
FY2 0AZ

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 do not have Internet access, you can access our website using a local library, an Internet café or from the QA Centre.

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.

6. Classes of Information Currently Published

Academy Prospectus

This section sets out information published in the academy prospectus.

- the name, address and telephone number of the academy, and the type of academy
- the names of the principal and chair of governors
- information on the academy policy on admissions
- a statement of the academy's ethos and values
- information about the academy's policy on providing for students with special educational needs
- number of students on roll and rates of students' attendance
- the number of places for students of normal age of entry in the preceding academy year

Governors' Documents

The Memorandum and Articles of Association of Montgomery High School

These include:

- The name of the academy
- The category of the academy
- The name of the governing body
- The manner in which the governing body is constituted
- The term of office of each category of governor
- The name of any body entitled to appoint any category of governor
- Details of the academy trust
- The date the instrument takes effect
- Annual report to the Academy Trust
- Audited accounts
- Agreed minutes of meetings of the governing body and its committees (current and last full academic academy year).
- Governors' Strategic Plan

Academy Policies – policies which relate to curriculum and pastoral issues affecting students, including:

- E-safety: Acceptable Use
- Anti-Bullying
- Child Protection
- SEN
- Complaints
- Equality (Accessibility Plan and Equality Objectives)
- Provision of Collective worship
- Assessment
- Attendance and Attendance Targets
- Behaviour for Learning
- Admissions
- Careers Education, Information, Advice and Guidance
- Home School Agreement
- Charging and Remissions
- Curriculum
- Personal and Relationship Education
- Portable Digital Device

School Policies and other information related to the school - 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 and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form ¹	A statement of the governing body's evaluation of the school's performance.
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, Safety and Welfare Policy	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
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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Admissions policy **	Statement of the schools policy on admissions.

** *Information available on our website*

Our website is at www.montgomeryschool.co.uk

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

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, Montgomery High School.

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.

Website : www.informationcommissioner.gov.uk

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Revised and approved by the Personnel Committee
under delegated powers from the Governing Body

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Source: Revised Model Publication Scheme for Secondary Schools, November 2007