

# Shimna Integrated College

## 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 for you on our website to download and print off or available in paper form from the college office.

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.
- The School Profile and other information relating to the governing body – information published in the School Profile and in other governing body documents.
- Students & Curriculum – information about policies that relate to pupils 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.shimnaintegratedcollege.org](http://www.shimnaintegratedcollege.org)

Email: **info@shimna.newcastle.ni.sch.uk** Tel: **028 43726107** Fax: **028 43726109**

Contact Address: **Shimna Integrated College, The Lawnfield, Kingstreet, Newcastle, BT33 0ND**

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. Classes of Information Currently Published

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

### Class

#### School Prospectus Description

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

- information about the implementation of the governing body's policy on students with special educational needs (SEN) and any changes to the policy during the last year;
- a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school

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

Class	Description
<b>School Profile</b>	The contents of the school profile is as follows: <ul style="list-style-type: none"><li>• performance data</li><li>• summary of DE report</li><li>• school's intentions for the future, etc.</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 • 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 any body 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 • The date the instrument takes effect</li></ul>

<b>Minutes of meeting of the governing body and its committees *</b>	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>
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Students & Curriculum Policies - **This section gives access to information about policies that relate to students and the school curriculum.**

<b>Class</b>	<b>Description</b>
Home – school	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its students 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 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
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 students.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school. <i>(from March 2004)</i>

Student Discipline	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.**

Class	Description
Published reports of ETI referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
DE inspection Self-Evaluation Form*	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 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

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
Salary 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.

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 policy	Statement of the schools policy on admissions.
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

<i>College Office</i>	<i>About Shimna</i>	<i>Our School</i>	<i>Parents</i>	<i>Students</i>	<i>Pastoral Care</i>	<i>Sixth Form</i>
Exam Office	Check in	Global context	Policies	Calendar	Pastoral care	Sixth form subjects
Vacancies	Principal's Introduction	Awards	Parent Council	Extra curricular	Pastoral structure	6 <sup>th</sup> form admissions criteria
Contact		Curriculum	Parent Updates	Email and documents	Careers	
BoGovernors		Learning Policy	Medication	Student support	Policies	
Admissions		Academic experience	Parental consent forms	Student Council		
		Shimna's Living Proof	Support Shimna	Who can I turn to?		
				Year 10 options		

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*Information available on our website – [www.shimnaintegratedcollege.org](http://www.shimnaintegratedcollege.org)*

## **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 Kevin Lambe (Principal).

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)**

**The Board of Governors agrees with, and fully supports the contents and implementation of this policy.**