

FREEDOM OF INFORMATION

This is The County High School Leftwich 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, and Academy's, 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 Academies' 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 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

Governors' Documents – information published in Governing Body documents.

Students & Curriculum – information about policies that relate to students and the Academy curriculum.

Academy Policies and other information related to the Academy - information about policies that relate to the Academy in general.

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Academy by telephone, email, fax or letter. Contact details are set out below.

Email: head@leftwichhigh.com

Tel: **01606 333300**

Fax: **01606 331483**

Contact Address: **The County High School Leftwich, Granville Road, Northwich, Cheshire, CW9 8EZ**

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 you can still contact the Academy to ask if we have it.

4. 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, currently £10.00. An item is a self-contained document. When information is requested, the Academy will take account the costs of locating and retrieving the data if it is not readily accessible and/or if the request necessitates extracting and collating information from other documents and sources. If that is the case, staff costs will be calculated at a rate of £25.00 per hour. Before commencing the process, the applicant will be informed about the anticipated costs. The information will be provided once the fee has been received.

5. Classes of Information Currently Published

Information relating to the governing body – **Section sets out information in other governing body documents.**

Instrument of Government	<ul style="list-style-type: none"> • 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 if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the Academy has a religious character, a description of the ethos • The date the instrument takes effect
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Students & Curriculum Policies - **This section gives access to information about policies that relate to students and the Academy curriculum.**

Class	Description
Home –School agreement	Statement of the Academy’s aims and values, the Academy’s responsibilities, the parental responsibilities and the Academy’s expectations of its students for example homework arrangements
Learning Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the Academy
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the Academy's policy on providing for students with Special Educational Needs
Race Equality Policy	Statement of policy for promoting race equality as part of Single Equality Scheme
Collective Worship	Statement of arrangements for the required daily act of collective worship
Information, Advice and Guidance Policy	Statement of the programme of IAG incorporated into EFL (Education for Life) Policy
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the Academy.
Behaviour for Learning Policy	Statement of general principles
Anti Bullying Policy	Statement of general principles

Academy Policies and other information related to the Academy - **This section gives access to information about policies that relate to the Academy in general.**

Class	Description
Published reports of Ofsted referring expressly to the Academy	Published report of the last inspection of the Academy and the summary of the report and where appropriate inspection reports of religious education in those Academy's designated as having a religious character
Charging and Remissions Policies	A statement of the Academy's policy with respect to charges and remissions for any optional extra which charges are permitted, for example Academy publications, music tuition, trips etc
Academy session times and term dates	Details of Academy session and dates of Academy terms and holidays
Health and Safety 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

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 wish to make a complaint then initially this should be addressed to ***The County High School Leftwich, Granville Road, Northwich, Cheshire CW9 8EZ***

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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 0303 123 1113

E-Mail: casework@ico.gov.uk (please include your telephone number)

Website : www.ico.gov.uk

Approved at Resources Committee: 12th February 2019

Review Date: Spring 2020

This document is part of the group which includes Information Risk Management, Safekeeping of Loaned Equipment and Online Safety Policies.

This document is also part of the group which includes the Complaints Procedure Policy.