

# St Bede's Catholic College



## Publication Scheme

## **This is St Bede's Catholic College Publication Scheme**

### **For information available under the Freedom of Information Act 2000**

#### **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 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 is available on our website to download and print off.

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. College Aims**

1. Promote Catholic values
2. Secure and celebrate achievements
3. Develop high self-esteem and confidence in all pupils
4. Provide learning opportunities which will prepare pupils for their future

This publication scheme will in part support us in achieving 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:

- (i) *College Prospectus* – information published in our prospectus.
- (ii) *Governors' Documents* – information published in the Annual Accounts and in other documents.
- (iii) *Pupils & Curriculum* – information about policies that relate to pupils and the curriculum.
- (iv) *College Policies and other general information.*

#### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the College by telephone, email or letter. Contact details are set out below **(or you can visit our website at [www.stbedesc.org](http://www.stbedesc.org))**

Email: [contact@stbedesc.org](mailto:contact@stbedesc.org)

Tel: 0117 3772200

Contact Address: **St Bede's Catholic College, Long Cross, Bristol, BS11 0SU**

To help us process your request, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** in CAPITALS.

If the information you're looking for isn't available via the scheme, you can still contact the College to ask if we are in a position to make it available.

#### 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 generally provided for a fee of £10.00, unless waived at the College's discretion. If your request means that we have to photocopy, print, pay a large postage charge, or if you request a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Generally a charge will be made if administrative time is spent collating and/or producing the information requested. Data will not be provided electronically unless it is already in that format and then can be transmitted securely.

#### 6. Classes of Information Currently Published

**(i) College Prospectus** – this section sets out information published in the College prospectus.

Class	Description
<b>College Prospectus</b>	<p>This list is not exhaustive and varies from year to year</p> <ul style="list-style-type: none"> <li>▪ the name, address and telephone number of the college, and the type of College</li> <li>▪ the names of the Principal, Directors and Trustees</li> <li>▪ College policy on admissions</li> <li>▪ a statement of the College's ethos and values</li> <li>▪ details of religious character, the religious education provided alongside aspects of our collective worship, Liturgies and Chaplaincy</li> <li>▪ information about the College'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>▪ GCSE results in the College, locally and nationally</li> <li>▪ International Baccalaureate and GCE Advanced level results</li> <li>▪ the number of pupils studying for and percentage achieving other vocational qualifications</li> <li>▪ the destinations of College leavers</li> <li>▪ the arrangements for visits to the College by prospective parents</li> <li>▪ the number of places for pupils of normal age of entry in the preceding College year and the number of written applications / preferences expressed for those places</li> </ul>

**(ii) Governance** This section sets out Governor Information and documents which are available

	<ul style="list-style-type: none"> <li>▪ Annual Accounts</li> <li>▪ Members agreement</li> <li>▪ Funding agreement</li> <li>▪ Articles of Association</li> <li>▪ Governor minutes</li> <li>▪ Details of the successes of the past year</li> <li>▪ Outline of the College's planned development</li> <li>▪ Examination results</li> <li>▪ Pupil premium information</li> <li>▪ Provision for a healthy, safe and well supported educational experience</li> <li>▪ Enrichment and co-curricular experiences available to pupils</li> <li>▪ How we audit the views of pupils and other stakeholders</li> <li>▪ Attendance policy</li> <li>▪ Behavioural expectation</li> <li>▪ Destination of College leavers</li> <li>▪ Ofsted and Diocese Reports</li> </ul>
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**iii) Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the College curriculum.

<b>Class</b>	<b>Description</b>
Home – college agreement	Statement of the College's aims and values, the College's responsibilities, the parental responsibilities and the College's expectations of its pupils
Curriculum Policy	Statement on the curriculum subjects and religious education
Sex Education Policy	Statement of policy with regard to education for relationships, including sex education
Special Education Needs Policy	Information about the College's policy on providing for pupils with special educational needs and disability
Accessibility Plans	Physical access to the building and curricular information
Collective Worship	Statement of arrangements for collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key Stage 4 and 5
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the College
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken to prevent bullying
Bullying	Statement about the unacceptability of bullying and how the college will attempt to address such matters
Child protection policy	Statement about how we will attempt to ensure that children are protected from abuse.
Drugs	Drugs Education Policy and Governors Policy in relation to drugs use.

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

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the college	Published report of the last inspection of the College and the summary of the report and the diocesan report and summary. Available on request at a cost of £10 or on the website.
E-Safety	Advice is given to pupils, staff and parents. Bi-weekly alert in the newsletter.
Charging and Remissions Policies	A statement of the College's policy with respect to charges and remissions for any optional extras for which charges are permitted, for example College publications, music tuition, trips
College session times and term dates	Details of College session and dates of College 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
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of college staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Statutory instruments from the Department for Education (Information on cost given on receipt of request)
Equalities Act	Information on how the College protects staff and pupils from discrimination.

**Our website is** [www.stbedesc.org](http://www.stbedesc.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 the Principal at the college.

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 governing body is responsible for maintenance of this scheme.*

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