

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

The governing body is responsible for the 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 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 available in paper form.

Some information which we hold may not be made public, for example personal information.

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

At Ratton School we believe that:

- We are a learning community where everyone has a valuable and unique contribution
- We work with parents and governors to provide a safe and disciplined environment in which to work
- We respect one another and our environment
- We work together to achieve the best we can for our students and our community
- We recognize achievement
- We speak to each other with respect

These values are the foundation of our work and vision for a school where all students:

- are high achievers
- are confident, creative and caring
- benefit from working in a challenging and developing school
- are part of a national reputation for excellence

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.

Governors' Documents - information published in the Governors Annual Report and in other governing body documents.

Pupils & 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 documents within the scheme please contact the school by telephone, email, fax or letter. Contact details are set out below:

Email: admin@ratton.e-sussex.sch.uk

Telephone: 01323 504011

Fax: 01323 520364

Contact Address: Park Avenue, Eastbourne, BN21 2XR

To help process your request quickly, please mark the correspondence, "PUBLICATION SCHEME REQUEST) (in CAPITALS please)

If the information you are looking for is not available via the scheme 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 priced items such as some printed publications or videos we will let you know the cost before fulfilling your request.

6. Classes of Information Currently Published

School prospectus -

<p>School prospectus</p>	<p>The statutory contents of the school prospectus are as follows:</p> <ul style="list-style-type: none"> • The name, address and telephone number of the school and the type of school • The names of the head teacher 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' rights 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 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.
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Governors' Annual Report and other information relating to the Governing Body -

<p>Governors' Annual Report</p>	<p>The statutory contents of the Governors' Annual Report to parents are as follows, (other items may be included in the Annual Report at the school's discretion):</p> <ul style="list-style-type: none"> • Details of the Governing Body membership, including name and address of Chair and Clerk • A statement on progress in implementing the Action Plan drawn up following an inspection • A financial statement, including gifts made to the school and amounts paid to Governors for expenses • A description of the school's arrangements for security of pupils staff and the premises • Information about the implementation of the Governing Body's Policy on pupils with Special Educational Needs (SEN) and any changes to the Policy during the last year • A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • A statement of Policy on whole staff development identifying how teachers' professional development impacts on teaching and learning • Number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the school, locally and nationally
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	<ul style="list-style-type: none"> • GCE A/AS and vocational qualification results in the school and nationally • The number of pupils studying for and percentage achieving other vocational qualifications • The destination of school leavers • A statement of the extent to which proposals in the post-inspection action plan have been carried into effect
Instruments of Government	The Rotton School Instruments of Government is available for inspection upon request.
Minutes* of Meeting of the Governing Body and its committees	Agreed minutes of the Governing Body and its committees (current and last full academic school year) (* nb: some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish)

Pupils & Curriculum policies –

The following policies relate to pupils and the school curriculum. They are all available to view on the school website.

Admissions
Anti-bullying
Arts
Assemblies and worship
Behaviour management
Child protection
Curriculum
Exclusions
Gifted and Talented
Holidays in term time
Homework
ICT
Inclusion
Learning and Teaching
Marking for Learning
Numeracy
Race Equality
Rewards
Special Educational Needs
Trips
Work and Enterprise Related Learning

School Policies and other information related to the school -

The following policy relate to the school in general. They are all available to view on the school website.

Asbestos
Charging for school activities
Complaints
Confidential reporting
Delegation of financial powers
Dignity at Work
Disciplinary
Drugs and Alcohol misuse
Equal opportunities
Formal Governor visits
Grievances
Health and Safety

Induction and the support of new staff
Initial Teacher Training
Letting of School premises
Managing change
NQT Induction
Pay
Pay and Performance - Leadership
Performance Management
Redeployment
Redundancy
Restructure
Safer Staffing recruitment
Stress
Violence at Work

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:

Chair of Governors, Ratton School, Park Avenue, Eastbourne, BN21 2XR

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