

Stretford High School

Freedom of Information Publication Scheme

2016 - 2019

Ratified by the Governing Body:	December 2016
Due for review:	September 2019

Our full title and address for sending requests for any documents is:

Stretford High School
Great Stone Road
Stretford
Manchester
M32 0XA

The person responsible for maintenance of this scheme is the Headteacher

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 and academies, 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 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. Categories of information published

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

- School Information – information made available on the School's website
- Governors' Documents - information published in Board of Governors' documents.
- School Policies - information about policies that relate to the School in general.

3. How to request information

Requests for information can be made to the contact details below if not available on the website

Email: admin@stretfordhigh.com

Tel: 0161 876 1850

Stretford High School, Great Stone Road, Stretford, Manchester, M32 0XA.

Please clearly mark any correspondence Publications Scheme Request

4. Paying for information

Single copies of information covered by this publication are provided free of charge unless stated otherwise. 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.

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 or an Internet café.

5. Classes of Information Currently Published

School Prospectus

This section sets out information published in the School prospectus

Class	Description
Online Prospectus	<p>The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the schools discretion):</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 Headteacher and Chair of Governors • Information in the School policy for admissions • A statement of the School's ethos and values • Details of any affiliation 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 SEND • Arrangements for visits by prospective parents

Governors' Annual Report and other information relating to the Board of Governors

This section sets out information published in the Governors' Annual Report and in other Board of Governors' documents

Class	Description
Governors' Annual Report	<p>The statutory contents of the Governors' annual report to parents are as follows:</p> <ul style="list-style-type: none"> • Details of the Board of Governors' membership, including names and addresses of the Chair and clerk • Progress on implementing a post Ofsted action plan if relevant • Professional development and staff training • Financial statement • Arrangements for pupils with disabilities • SEND provision • School security • Attendance • Community links • Racist incidents • Complaints
Instrument of Government	<ul style="list-style-type: none"> • Name of the School • Category of the School • Name of the Board of Governors • Manner in which the Board of Governors is constituted • Term of office of anybody entitled to appoint any category of Governor • Details of any trust • Religious character of the School and ethos • Date the instrument takes effect



Meeting minutes of the full Governing Body and sub committees	• Agreed minutes of meetings of the board of Governors and it's committees (current and last full academic year)
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Pupil and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum

Class	Description
Curriculum Policies	Statement on following the policy for meeting the requirements of the curriculum
SEND Policy	Information on the School's policy on providing for children with Special Educational Needs or Disabilities
Access Policy	Plans for increasing participation of disabled pupils in the School's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils
Equality Policy	Statement of promoting equal opportunities
Safeguarding Policy	Statement of policy for safeguarding and welfare of pupils in School
Behaviour Policy	Statement of general principles of behaviour and discipline and measures taken to prevent bullying

School Policies and other information related to the school

This section gives access to information about the school in general

Class	Description
Published Ofsted reports referring expressly to the School	Published report of the last inspection of the school and the summary of the report.
Post Ofsted inspection action plan	Details of the actions required following the last Ofsted inspection and an appropriate an action plan
Charging and remissions policy	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 etc.
School session times and term dates	Details of the 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 of employees and others in 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 Board of Governors relating to the management of staff performance management and the annual report of the Headteacher on the effectiveness of the 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

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:

Headteacher, Stretford High School, Great Stone Road, Stretford, Manchester, M32 0XA.

If you are not satisfied with the assistance 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