



C34: SCHOOL PUBLICATION SCHEME

Last reviewed: January 2009

Next Review: January 2011

Approved by Governors Cabinet

Date: 12.1.09

This is The Hemel Hempstead School 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.

Some information that 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 purpose of the school is to be a learning community where young people and adults share the search for knowledge, truth and the pursuit of excellence. We aim to provide students with a broad and balanced curriculum which helps them:

- to reach the highest possible level of academic success and personal growth
- to be happy at school
- to uphold the values of taking responsibility, fostering good relationships and showing respect
- to develop self-confidence, perseverance and self-discipline, and the skills of performance, critical thinking and collaboration
- to see their school as part of the local community, sharing the values of good neighbourliness and understanding that difference is a source of enrichment
- to develop strong moral values and prepare for adult life and the world of work
- to have a concern for quality and excellence

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.

Governors' Documents – information published in 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 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.hhs.herts.sch.uk/

Email: admin@hhs.herts.sch.uk

Tel: 01442 390100

Fax: 01442 233706

Contact Address: The Hemel Hempstead School
Heath Lane
Hemel Hempstead
Hertfordshire
HP1 1TX

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

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

Description
<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • 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.

6.2 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
School Profile	<p>The contents of the school profile includes:</p> <ul style="list-style-type: none"> - performance data - summary of Ofsted report - school's intentions for the future
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • 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 • The date the instrument takes effect
Minutes of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees (<i>current and last full academic school year</i>) (<i>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this</i>)</p>



6.3 Pupils & Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home – school agreement **	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils 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 pupils with special educational needs
Equality and Diversity Scheme <i>(under construction)</i>	The scheme sets out the policies and procedures related to the three statutory equality duties: Disability, Gender and Race, as well as the over-arching Community Cohesion duty. In addition, it sets out the school’s equality priorities for the next three years as well as a one year action plan.
Collective Worship Policy **	Statement of arrangements for the required daily act of collective worship
Careers Education Policy (under construction)	<i>Statement of the programmes of careers education provided for Key Stage 4</i>
Child Protection Policy **	Statement of policy for safeguarding and promoting welfare of pupils at the school
Behaviour Management Policy Pupil Discipline/ **	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying
Inclusion Policy **	Policy relating towards how we provide a fully inclusive curriculum
Arts Policy **	Outline of philosophy towards the arts and implementation
Assessment, Recording and Reporting Policy **	Details of how we carry out assessment, recording and reporting on student progress.
Display Policy **	Outline of how and what we display around school
Gifted and Talented Policy **	Outline of our policy in relation to the development of Gifted and Talented Children
Homework Policy **	Outline of our policy on the setting, completion and marking of homework
Lifeskills and Citizenship Policy **	Outline of the Lifeskills and citizenship course
Spiritual, Moral, Social and Cultural Education Policy **	Outline of SMSC delivery across the curriculum
Teaching and Learning Policy **	Outline of our policy on the delivery of good teaching and learning
Drug Education Policy **	Outline of our policy on the education of young people towards drugs, and the Governors policy on dealing with any student involved with drugs in school.
PSHE Policy **	Outline of Pastoral, Social and Health Education across the curriculum
*School Trips and visits Policy **	Outline of organisation and statutory requirements relating to trips, including health and safety aspects



6.4 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 Ofsted **	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form	A statement of the governing body's evaluation of the school's performance. <i>(Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this)</i>
School Publication Scheme **	The school's policy on information about the school available via the Freedom of Information Act
ICT (non-curricular) Policy **	An overview of ICT arrangements which do not pertain to Teaching and Learning
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
School session times and term dates **	Details of school session and dates of school terms and holidays
Anti-bullying Policy **	A comprehensive statement of the school's policy and practice with regard to dealing with bullying
Critical Incident Recovery Plan **	Outline of details of how we will recover from a critical incident
Consultation and Decision making Policy **	An outline of the school's communication structure which enables consultation and decision making
Insurance **	Policy relating to insurance of staff and students
Lettings Policy **	Policy relating to lettings of school buildings for the community
Attendance Policy **	Policy relating towards how we monitor and improve school attendance
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
Security Policy	An overview of security arrangements in school
Schedule of Financial Delegation **	Statement of procedures for the appropriate delegation of school funding arrangements
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
Staff Governor Relations **	Outline of the relative roles of staff and governors as they relate to the effective Leadership and Management of the school
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
Directed Time policy	Outline of school policy regarding teachers hours in school
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	Refer to County admission arrangements
Complaint Procedure	Statement of procedures for dealing with complaints

(Information available on our website)** Our website is at www.hhs.herts.sch.uk/



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 Clerk to the School Governors
The Hemel Hempstead School

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