

PUBLICATION SCHEME

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

**St Teilo's Church-in-Wales High School
Circle Way East
Pentwyn
Cardiff
CF23 9PD**

The person responsible for maintenance of this scheme is: Mrs C Grimwood

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 available in paper form.

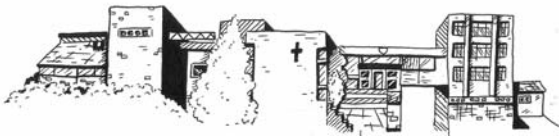
Some information which we hold may not be made public, for example personal information.

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

2. Categories of information published

The 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 5 of this scheme.



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

- **Who we are and what we do** – Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it** – Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing** – Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions** - Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.
- **Our policies and procedures** – Current written protocols for delivering our functions and responsibilities.
- **Lists and registers** – Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer** – Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

3. How to request information

An increasing amount of the information is published on the school's website www.stteilos.cardiff.sch.uk. However, where information is not available on-line you may request a copy of the information you want from the contact detailed below. If the information you're looking for isn't available via the scheme, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: c.grimwood@cardiff.gov.uk

Tel: 02920 434700

Fax: 02920 499232

Contact Address: **St Teilo's Church-in-Wales High School**
Llanedeyrn Road
Cardiff
CF23 9DT

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in **bold CAPITALS**).

4. Paying for information

Single copies of information covered by this publication scheme are provided free 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. Items for which there is a charge are indicated by a "£" sign in the appropriate description box. Unless stated otherwise, there will be a standard charge of £2.50 for these items.



5. Classes of Information Currently Published

Class	Description
Instrument of Government	The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.
School Prospectus	<p>The statutory contents of the school prospectus, as follows:</p> <ul style="list-style-type: none"> • information about the implementation of the governing body's policy on pupils with special educational needs (SEN). • a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan. <p>Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p>
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents as follows:</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. • information about school security. • 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. • the accessibility plan covering future policies for increasing access by those with disabilities to the school (<i>from April 2004</i>). • 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. • the school's targets for Key Stage 3 assessments. • the school's targets for public examinations at Key Stage 4. • GCSE results in the school, locally and nationally. • 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 destinations of school leavers.



Class	Description
Governing Body	The names, and contact details of the governors and the basis on which they have been appointed.
School session times and term dates	Details of school session times and dates of school terms and holidays.
Location and contact information	The address, telephone number and website for the school together with the names of key personnel.

Class	Description
What we spend and how we spend it	Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Financial information for the current and previous two financial years is available.
Annual budget plan and financial statements	Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns. £
Capital funding	Details of the capital funding allocated to the school together with information on related building projects and other capital projects. £
Additional Funding	Income generation schemes and other sources of funding. £
Procurement and contracts	Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. £
Pay policy	The statement of the school's policy and procedures regarding teachers' pay. £
Staffing and grading structure	Overview of school staffing and salary structure. £
Governors' allowances	Details of allowances and expenses that can be incurred or claimed. £



Class	Description
What our priorities are and how we are doing	Strategies and plans, performance indicators, audits, inspections and reviews
School profile	<ul style="list-style-type: none"> Government-supplied performance data £ The latest Estyn inspection report successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Estyn action plan; links with parents and the community
Performance management information	Performance management policy and procedures adopted by the governing body. £
School's future plans	Any major proposals for the future of the school involving, for example, consultation or a change in school status.
Child Protection	The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Welsh Assembly Government. £

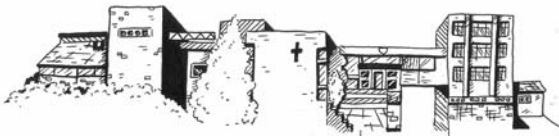
How we make decisions	Decision-making processes and records of decisions.
Admissions policy / decisions	The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions will not be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) will be.
Minutes of meetings of the Governing body and its sub-committees	Minutes, agendas and papers considered at such meetings will be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting. £

Our policies and procedures	Current written protocols, policies and procedures for delivering our services and responsibilities.
School policies	School policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. £



Pupil and Curriculum policies	Policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education (Key Stage 4 pupils) and pupil discipline. £
Records management and personal data policies	Information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.
Equality and diversity	Policies, schemes, statements, procedures and guidelines relating to equal opportunities. Welsh Language Policy in accordance with the Welsh Language Act 1993. £
Policies and procedures for the recruitment of staff	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available. £
Charging regimes and policies	Details of any statutory charging regimes. Charging policies will include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.
Lists and registers	Information contained in currently maintained registers only. £
Curriculum circulars and statutory instruments	Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum. £
Disclosure log	A disclosure log indicating the information provided in response to requests
Any information the school is currently legally required to hold in publicly available registers	

The services we offer	<p>Information about the services the school provides including leaflets, guidance and newsletters.</p> <ul style="list-style-type: none"> • Extra-curricular activities/ Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees • Leaflets, booklets and newsletters
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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 need to make a complaint, then initially this should be addressed to

The Headteacher

St Teilo's Church-in-Wales High School

Llanedeyrn Road

Cardiff

CF23 9DT

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 545 745

E-mail: publications@ic-foi.demon.co.uk

^[1] Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

Policy updated – January 2009