

**CHILTON TRINITY TECHNOLOGY  
COLLEGE**

**FREEDOM OF INFORMATION**

**CHILTON TRINITY TECHNOLOGY COLLEGE**  
**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 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. Aims and Objectives:**

To ensure that our planning focuses on promoting the best possible learning opportunities and environment we have devised seven Strategic Intentions which outline the type of learning community we are developing at Chilton Trinity.

- We work in an inclusive learning community
- There is a culture of high expectation and success throughout the learning community.
- There is a well resourced and appropriate curriculum
- There is a well resourced physical learning environment and classroom climate
- All members of our community respect each other and work effectively together to promote learning
- There is effective leadership and management across the school
- Technology is effectively used to support all areas of our learning community

### **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.

*Students & Curriculum* – information about policies that relate to students 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.

Email : [SCH.504@educ.somerset.gov.uk](mailto:SCH.504@educ.somerset.gov.uk)  
Tel : 01278 455631  
Fax: 01278 444361  
Contact address : Chilton Trinity Technology College, Chilton Street,  
Bridgwater, Somerset. TA6 3JA

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

If the information you are looking for isn't available via the scheme, you can still contact the school to ask if we have it.

If you wish to request confidential information about your own family contact the Headteacher making a request in writing.

### **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.

Copies of information covered by this publication may be obtained at a cost not exceeding the actual cost of production and postage. We will let you know the cost before fulfilling your request.

## 6. Classes of Information Currently Published

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

<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<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"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the headteacher and chair of governors</li> <li>• information on the school policy on admissions (See also Admissions Policy)</li> <li>• a statement of the school's ethos and values</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students</li> <li>• information about the school's policy on providing for students with special educational needs</li> <li>• number of students on roll and rates of students' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages with national summary figures</li> <li>• GCSE/GNVQ results in the school, locally and nationally</li> <li>• the number of students studying for and percentage achieving other vocational qualifications</li> <li>• the destinations of school leavers*</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>

\* Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

**Governors' Annual Report and other information relating to the governing body** - this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
<p><b>Governors' Annual Report</b></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"> <li>• details of the governing body membership, including name and address of chair and clerk</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• a description of the school's arrangements for security of students, staff and the premises</li> <li>• information about the implementation of the governing body's policy on students with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• A description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of students on roll and rates of students' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE/GNVQ results in the school, locally and nationally</li> <li>• the number of students studying for and percentage achieving other vocational qualifications</li> <li>• the destination of school leavers</li> <li>• a statement of the extent to which proposals in the post-inspection action plan have been carried into effect</li> </ul>
<p><b>Instrument of Government</b></p>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<p><b>Minutes of meeting of the governing body and its committees</b></p>	<p>Agreed minutes of meetings of the governing body and its committees</p>

**Students & Curriculum Policies** – This section gives access to information about policies that relate to students and the school curriculum

<b>Class</b>	<b>Description</b>
Home-school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the schools expectations of its students 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 students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students
Race Equality	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for all students.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

**School Policies and other information related to the school** – This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	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.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies	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
Health & Safety Policy & 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 (See also Curriculum Complaints Policy)
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
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
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request

## **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 that initially this should be addressed to The Clerk to the Governors c/o the 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 : [publication@ic-foi.demon.co.uk](mailto:publication@ic-foi.demon.co.uk)**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

- \* Policy agreed by Governors October, 2005
- \* Next Review date for policy – October 2007

**Chilton Trinity Technology College**  
**Freedom of Information Publication Scheme**  
**Annex A – Further documents held by the school**

<b>Name of Document</b>	<b>Description</b>
Anti Bullying	A statement on the school's policy with regard to bullying and the appropriate procedures to address such behaviour
Careers Guidance	A statement on the aim of careers education and guidance
Crisis Management	Guidance on actions to be taken in the event of numerous situations
Drugs	A statement on the school's commitment to drugs education and their misuse
Equal Opportunities	A statement of the school's policy not to discriminate on the basis on sex, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed
Finance Regulations	Procedures and guidance for management of the school's finances
Governors Standing Orders and Code of Practice	Procedures and guidance for the conduct of Governors' meetings and including the Terms of Reference for its Committees
Library	A statement on the school's aim for the Library to enhance the academic excellence of its students
More Able Student	A statement on the school's policy to support more able students and students to fulfil their true potential
Pay	A statement on the school's policy to support statutory duty regarding remuneration to all staff
Pupil/Student Assessment	Assessment procedures designed to form an evaluation structure for the improvement of the learning experience of students
R.E.	A statement of the school's policy in seeking to offer students structured guidance in understanding spiritual and moral dimensions of their lives
Sex & Relationships Education	A statement of the school's aim regarding physical, moral and emotional development with particular reference to sex, sexuality and sexual health
Smoke Free	A statement on the school's aim to promote a healthy and clean environment for all
Spiritual Development	A statement on the school's policy regarding its overall ethos to promote self respect and positive and healthy attitudes
Work Experience	A statement on the school's policy to further develop an understanding of the world of work and associated matters
Admittance Procedure	A statement on the schools procedure for new students
Team Review Policy	A statement on the school policy to promote continual professional development of staff
Attendance	A statement on the schools policy regarding attendance
Behaviour and learning policy	A statement on the schools policy and procedure