



# ABBAY CHRISTIAN BROTHERS' GRAMMAR SCHOOL

## FREEDOM OF INFORMATION PUBLICATION SCHEME (October 2019)

### **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 must publish or intend to publish
- The manner in which the information will be published
- 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.

### **2. Aims and Objectives**

The school's fundamental aim is to provide for all its pupils the opportunities to acquire and develop to the greatest extent possible the knowledge, understanding, skills and abilities that will enable them to realise their full potential, do justice to their diverse talents and prepare them to lead rewarding and productive adult lives.

Implicit in this fundamental aim is a commitment to help pupils to develop the attitudes and values that will enable them to be confident, effective and valuable citizens, with a positive attitude towards change.

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 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 and 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

Email: [info@abbeycbs.org.uk](mailto:info@abbeycbs.org.uk)

Tel: 028 30263142

Contact Address: Abbey Christian Brothers' Grammar School  
77A Ashgrove Road  
Newry  
Co. Down  
BT34 1QN

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 you can still contact the school to ask if we have it.

#### **5. Paying for Information**

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 before fulfilling your request.

## 6. Classes of Information Currently Published

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

Class	Description
<p><b>School Prospectus</b></p>	<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"> <li>• The name, address and telephone number of the school, and the type of school</li> <li>• The names of the Headmaster and chair of governors</li> <li>• Information on the school policy on admissions</li> <li>• A statement of the school's ethos and values</li> <li>• The religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>• Information about the school's policy on providing for pupils with special educational needs</li> <li>• Number of Pupils on roll and attendance rate</li> <li>• National Curriculum assessment results for appropriate Key Stages, with Northern Ireland summary figures</li> <li>• GCSE/GNVQ results in the school and in Northern Ireland</li> <li>• A summary of GCSE A/AS level results in the school and in Northern Ireland</li> <li>• The destinations of school leavers</li> <li>• The arrangements for visits to the school by prospective parents</li> <li>• The number of places for pupils of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places</li> </ul>

**Governors' Document** – This section sets out information published in the Governors' Annual Report

<b>Class</b>	<b>Description</b>
<b>Governors' Annual Report</b>	<p>The statutory contents of the governors' annual report 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 Board of Governors and their category of membership, clearly identifying the chair, vice-chair and secretary</li> <li>• A financial statement</li> <li>• A description of the school's arrangements for security of pupils, staff and the premises</li> <li>• Information about the implementation of the School's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• Arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils. Article 8 of the 1996 Order refers</li> <li>• Description of the steps taken to implement special needs policies, in accordance with Article 9 of the order</li> <li>• 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</li> <li>• The number of pupils on roll and attendance rates</li> <li>• National Curriculum assessment results for appropriate Key Stages, with Northern Ireland summary figures</li> <li>• GCSE/GNVQ results in the school and in Northern Ireland</li> </ul>

	<ul style="list-style-type: none"> <li>• GCE A/AS results in the school and in Northern Ireland</li> <li>• The destinations of school leavers</li> </ul>
<b>Instrument of Government (the Scheme of Management)</b>	<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 Board of Governors 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>• The date the instrument takes effect</li> </ul>
<b>Minutes<sup>1</sup> of meetings of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees in relation to meetings held.

**Pupils and Curriculum Policies** – This section gives access to information about policies that relates to pupils and the school curriculum

<b>Class</b>	<b>Description</b>
<b>Home – school agreement</b>	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectation of its pupils – for example: Homework Policy Partnership with Parents Good Conduct and Discipline in Schools – a note for pupils
<b>Curriculum policy</b>	Statement on following the policy for secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>Relationship and Sexuality Education Policy</b>	Statement of policy with regard to sex and relationship education
<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs
<b>Accessibility Plans</b>	Plan 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
<b>Equality at School</b>	Statement of policy for promoting equality in the School irrespective of race, gender, disability or religious belief
<b>Careers Education Policy</b>	Statement of the programmes of careers education provided for Key 4
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school (from March 2004)
<b>Pupil Discipline</b>	Statement of General Principles on behaviour and discipline and of measures taken by the School to prevent bullying: Good Conduct and Discipline in School School Acceptable Use of Internet Policy Anti Bullying Statement Drugs Education Policy Scheme for the Suspension and Expulsion of Pupils

**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>
<b>Education and Training Inspectorate (ETI) published reports referring expressly to the school</b>	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
<b>Post – ETI inspection action plan</b>	A plan setting out the actions required following the last ETI inspection and, where appropriate, an action plan following inspection of religious education where the school is designated as having a religious character
<b>Charging and Remissions Policy</b>	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 and trips
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy</b>	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
<b>Complaints Procedure</b>	Statement of procedures for dealing with complaints
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct, discipline of school staff and procedures by which staff may seek redress for grievance. Follows Department or Education Guidance. Terms and Conditions of Employment, see Department of Education website.
<b>Curriculum Circulars and Statutory Instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Headmaster or the Board of Governors relating to the curriculum

## **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 Bursar  
 Abbey Christian Brothers' Grammar School  
 77A Ashgrove Road  
 Newry  
 Co Down  
 BT34 1QN

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

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner](http://www.informationcommissioner)