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1. Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. Beaumont School's publication scheme defines

- *The classes of information published or intended to be published;*
- *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 the publication scheme is either available on the school website or in paper form on request.

A large amount of information will 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 of Beaumont School

Our aim is to prepare young people to become active and caring citizens leading rewarding lives in a society which recognizes its responsibility towards, and its dependency on, countries and cultures other than its own.

We will do this by helping each young person to develop his or her talents and values and to flourish within a school community which is committed to:

- providing access for all to a broad, balanced and stimulating curriculum;
- providing high quality learning opportunities and raising standards of achievement in all subjects and especially modern foreign languages and the use of ICT;
- developing an understanding of our world; celebrating cultural diversity and promoting a concern for the environment;

- building community both locally and globally; working and sharing with others - our school, consortium, business, community and international partners;
- inspiring a life-long enthusiasm for learning.

This publication scheme is a means of showing how the school is pursuing these aims.

3. Categories of information published

The classes of information that will be made available are organised into four topic areas:

School Prospectus – information published in the school prospectus.

The School Profile and other information relating to the governing body – information published in the School Profile and in other 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.

For a full list of these documents and description of their contents, see Annex A.

4. How to request information

To obtain 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.

Website: www.beaumont.herts.sch.uk

Email: admin@beaumont.herts.sch.uk

Telephone: 01727 854726

FAX: 01727 847971

Contact Address: Beaumont School, Oakwood Drive, St. Albans, AL4 0XB

In order to process a request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** .

If the information is not available via the scheme interested parties may contact the school to ask if such information is available.

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. Feedback and Complaints

Comments, further assistance or complaints about this publication scheme should initially be addressed to the Headteacher at the school. Should the matter not be resolved then the issue should be addressed to the Chair of Governors at Beaumont School.

If necessary, following an unsatisfactory response from both Headteacher and Chair of Governors, a formal complaint should be addressed to the Information Commissioner's Office. This organisation ensures compliance with the Freedom of Information Act 2000 and deals with such complaints. It 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

Annex A – Information Currently Published

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

Class	Description
School Prospectus	<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.

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
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 • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes¹ 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>]</p>

¹ Some information might be confidential or otherwise exempt from the publication by law – the school cannot therefore publish this

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
Accessibility Plans	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.
Race Equality Policy	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 Key Stage 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
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.

Class	Description
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
Ofsted inspection Self-Evaluation Form ¹	A statement of the governing body's evaluation of the school's performance.
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 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
Complaints procedure	Statement of procedures for dealing with complaints
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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
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 B - Other documents	Annex B provides a list of other documents that are held by the school and are available on request

¹ Some information might be confidential or otherwise exempt from the publication by law – the school cannot therefore publish this

Annex B – Further Documents held by the school

Name of Document	Description
None at Present	