



Queensbridge 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 on our website to download and print off or 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.

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 (non-statutory from Sept 2012)

Governors' Documents – information published on the school website 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.

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: enquiry@queensbridge.bham.sch.uk

Tel: **0121 444 5566**

Contact Address: **Queensbridge School, Queensbridge Road, Moseley, West Midlands. B13 8QB**

Or you can visit our website at www.queensbridge.bham.sch.uk

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 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 DVDs 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

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"> • The name, address and telephone number of the school, and the type of school • The names of the head teacher and chair of governors • Information on the school's admissions policy • a statement of the schools ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents right to withdraw their child from religious education ad collective worship and the alternative provision for those pupils • information about the school's policy on providing for pupils with special educational needs • National Curriculum assessment results for the appropriate Key Stages

Governor's Documents and other information relating to the governing body– this section sets out information published on the school website and in other governing body documents

Class	Description
Pupil Premium	<ul style="list-style-type: none"> • The allocation of funding to the school, its use and impact on attainment
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 • n/a • The date the instrument takes effect
Minutes of the meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees

Curriculum, 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
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
Complaints procedure	Statement of procedures for dealing with complaints
Appendix A – other documents	Appendix A provides a list of other documents that are held by the school, or intending to be published by the school in the future 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 then initially this should be addressed to, Mr Darrell Harman, Chair of the Governing Body.

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

Appendix A – further documents held by the school

Name of document
Admissions policy
Recognition and Behaviour Policy
Anti-bullying policy
Lettings policy
Safeguarding and Child Protection Policy
Safeguarding Policy COVID19 review
Equality and diversity objectives
Exams Policy
Health and Safety Policy
Fair Processing of data – Privacy Notice
Special Educational Needs Policy