



Achieve Excellence

Exceed Expectations

**Ysgol Maes y Felin**  
Penymaes Road  
Holywell  
Flintshire  
CH8 7EN

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Pennaeth/Headteacher  
Mr. Peter Davies B.Ed (Hons)

# Publication Policy

<b>Date policy approved and adopted</b>	October, 2019
<b>Reviewed By</b>	Governing Body
<b>Review frequency</b>	Annually
<b>Next review date</b>	October, 2020

## Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format contact Mrs. Debbie Dickinson (01352 711366).



## Publication Policy

### **This is Ysgol Maes y Felin's Publication Scheme detailing information available under the Freedom of Information Act 2000**

#### **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 available for you available in paper form.

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

The Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner.

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

- Establish a stable, happy environment for all its children and encourage self-confidence, self esteem, self-expression and self-discipline.
- Provide a balanced and broadly based curriculum, which promotes the spiritual, moral, cultural, mental and physical development of each child.
- Prepare each pupil for the opportunities, responsibilities and experiences of adult life.
- Ensure that all aspects of the National Curriculum are dealt with effectively for all children.
- Establish a caring community exercising concern and respect for the welfare of others, stressing the importance of good human relations, based on sensitivity, tolerance and good will.

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- Work in partnership with all agencies in order to achieve the highest quality of education for each child.
- Be a family that values all its members equally, however different they are from each other, and in which each member has a voice.
- Recognise and accept the physical, intellectual, spiritual and social differences of children and their different home backgrounds and consequently accept each child for what he/she is.
- School has a home-school agreement which stipulates the school commitment, parent/guardians/carers commitment and pupil's commitment. A copy of the above is included overleaf.

*This Publication Scheme is a means of showing how we pursue 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 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
- > *The School Profile and other information relating to the Governing Body* - information published in the School Profile and in the 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 or email. Contact details are set out below

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E-mail: [mfmmail@hwbcymru.net](mailto:mfmmail@hwbcymru.net)

Tel: 01352 711366

Contact address: Ysgol Maes y Felin,  
Pen y Maes Road,  
Holywell  
Flintshire  
CH8 7EN.

To help us process your request quickly, please mark any correspondence **'PUBLICATION SCHEME REQUEST'** (IN CAPITAL LETTERS PLEASE).

If the information you are looking for is not available via the scheme, and is not 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 the local library or Holywell's internet cafe.

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/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 and Information Booklet - **this section sets out information published in the school prospectus and associated Information Booklet.**

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Class	Description
<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 school's discretion):</p> <ul style="list-style-type: none"> <li>&gt; The name, address and telephone number of the school, and the type of school</li> <li>&gt; The names of the Head Teacher and the Senior Management Team</li> <li>&gt; Information on the school's policy on admissions</li> <li>&gt; A statement of the school's ethos and values</li> <li>&gt; Details of arrangements for religious worship; parents' right to withdraw their child from religious education and collective worship</li> <li>&gt; Details of the school's approach to sex education</li> <li>&gt; Arrangements for instrumental tuition</li> <li>&gt; Information about the school's policy on providing for pupils with special educational needs</li> <li>&gt; Details about homework, ICT and Physical Education</li> <li>&gt; Extra-curricular activities</li> <li>&gt; The School's policy on charging for activities</li> <li>&gt; Information about the PTA</li> </ul>
	<ul style="list-style-type: none"> <li>&gt; Details of the partnership between school and parents, the home-school agreement and pastoral care</li> <li>&gt; Details on the way the school reports to parents and information on parents' evenings</li> <li>&gt; The school's Complaints Procedure</li> <li>&gt; Statement of equal opportunities</li> <li>&gt; <u>D</u>aily arrangement (including transport, school meals etc)</li> <li>&gt; Information on the School uniform</li> <li>&gt; Information on the Governing Body</li> <li>&gt; The PTA</li> <li>&gt; School holidays for the year ahead</li> </ul>

**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.

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<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>&gt; The name of the school</li> <li>&gt; The category of the school</li> <li>&gt; The name of the Governing Body</li> <li>&gt; The term of each category of Governor if less than 4 years</li> <li>&gt; The manner in which the Governing Body is constituted</li> <li>&gt; The name of anybody entitled to appoint any category of Governor</li> <li>&gt; Details of any trust</li> <li>&gt; If the school has a religious character, a description of the ethos</li> <li>&gt; The date the instrument takes effect</li> </ul>
<b>Minutes of the meeting of the Governing Body and its committees</b>	Agreed minutes of the meetings of the Governing Body and its Committees <i>{current and last full academic year}</i>

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.

**Pupils and Curriculum Policies** - this section gives access to information about policies that relate 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 expectations of its pupils including homework arrangements
<b>Curriculum policy</b>	Statement on following the policy for the secular curriculum subjects and religious education; and schemes of work and syllabuses currently used by the school
<b>Sex education policy</b>	Statement of policy with regards to sex and relationships education
<b>Special needs Education Policy</b>	Information about the school's policy on providing for pupils with special educational needs

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<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>Race Equality Policy</b>	Statement of policy for promoting race equality
<b>Child Protection Policy</b>	Statement of policy for safe guarding and promoting the welfare of pupils at the school ( <i>from March 2004</i> )
<b>Pupil Discipline</b>	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 Estyn reports referring expressly to the school	Published report of the last inspection of the school
Estyn inspection 'self-evaluation form'	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

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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
Admissions policy	Statement of the school's policy on admissions

### 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 Head Teacher, Ysgol Golan Aber, Boot End, Bagillt, Flintshire. CH6 6LW.

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

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



**Home / School Agreement**

**The school will:**

- provide a broad and balanced curriculum and meet the individual needs of your child;
- care for your child's safety and happiness;
- encourage pupils to do their best at all times as a valued member of the school community;
- encourage pupils to respect their surroundings and the property of others;
- inform parents / carers about any concerns or problems that affect your child's work or behaviour;
- keep parents / carers informed about general school matters through regular communications and of the progress of their child at regular intervals during the year;
- set and monitor homework regularly.

**The parents / carers will:**

- make sure their child arrives at school on time – 8.55 a.m. and attends regularly;
- provide a note or message of explanation in the event of absence;
- let the school know about any concerns or problems that might affect their child's work or behaviour;
- support the school's policy on dress code for daily wear and for P.E.;
- encourage and support their child in homework;
- attend parents' / carers' evenings to discuss progress;
- support the school's expectations of acceptable behaviour within the school environment.

**The pupil will:**

- attend school regularly and punctually;
- be polite, considerate and helpful to others;
- work to the best of his / her ability at all times;
- always obey the anti-bullying policy and report any incidents of bullying;
- ensure that homework is always completed on time;
- walk inside the building;
- take good care of the equipment and buildings and keep the school free from litter.