



**Pontypridd High School**

# **Freedom of Information Policy**

*'Learning and achieving together'*  
*'Dysgu a chyflawni gyda'n gilydd'*

## Freedom of Information Policy

Date of policy:	December 2022
Adopted:	6 <sup>th</sup> February 2018 Premises Committee Meeting Reviewed : Premises Committee Meeting, 7 <sup>th</sup> December 2022
To be reviewed:	Autumn 2025
Member of staff responsible:	Headteacher
Committee Responsible:	Premises

Our full title and address for sending requests for any documents is:

Pontypridd High School  
Albion Community Campus  
Cilfynydd  
Pontypridd  
RCT  
CF37 4SF

The person responsible for maintenance of this scheme is: Mr Huw Cripps (Headteacher).

### **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 for you on our website to download and print off or available in paper form.

Some information which we may 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. 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 5 of this scheme. The classes of information that we undertake to make available are organized 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 and Curriculum – information about policies that relate to students and the school curriculum,

School Policies – information about policies that relate to the school in general.

## **3. How to request information**

You can request a copy of the information you require from Mr Huw Cripps, Headteacher or visit our website at [www.pontypriddhighschool.co.uk](http://www.pontypriddhighschool.co.uk).

If the information you’re looking for is not available via the scheme and is not on our website, you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: [contact@pontyhigh.co.uk](mailto:contact@pontyhigh.co.uk)  
Tel: 01443 486 133  
Contact Address: Pontypridd High School  
Albion Community Campus  
Cilfynydd  
Pontypridd  
CF37 4SF

## **4. Paying for information**

Single copies of information covered by this publication scheme are provided free unless stated otherwise. 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 for a particular item this is indicated in the boxes in Section 5 by a £ sign following the description of the item.

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have internet access, you can access our website using a local library.

## 5. Classes of information currently published

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

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows:</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 the Chair of Governors</li><li>• Information about admissions.</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 pupils.</li><li>• Information about the school's policy on providing for ALN</li><li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absences.</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li><li>• Use of the Welsh language.</li><li>• GCSE and vocational results in the school, locally and nationally.</li><li>• A Level and WBQ results in the school and nationally.</li><li>• The destinations of school leavers.</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.

<b>Class</b>	<b>Description</b>
<b>Governors' Annual Report</b>	<p>The statutory contents of the Governors' Annual Report to parents are as follows:</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 the governors for expenses.</li> <li>• Information about school security.</li> <li>• Information about the implementation of the Governing Body's policy on pupils with additional learning needs (ALN) and any changes to the policy during the last year.</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; and details of existing facilities to assist access to the school by pupils with disabilities.</li> <li>• The accessibility plan covering future policies for increasing access by those with disabilities to the school.</li> <li>• How teachers' professional development impacts on teaching and learning.</li> <li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absence.</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li> <li>• The school's targets for Key Stage 3 assessments.</li> <li>• The school's targets for public examinations at Key Stage 4.</li> <li>• GCSE and vocational results in the school, locally and nationally.</li> <li>• A Level and WBQ results in the school and nationally.</li> <li>• The destinations of school leavers.</li> </ul>
<b>Instrument of Government</b>	<p>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 name of any person entitled to appoint any category of governor.  The date the instrument take effect.</p>
<b>Minutes of Governing Body meetings</b>	<p>Minutes from Governor's Board and committee meetings.</p>

**Students 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>	Written statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils
<b>Curriculum Policy</b>	Statement on following the policy for national curriculum subjects, including any specification followed by pupils at the school.
<b>Relationships and Sexuality Policy</b>	Written statement of policy with regard to sex education.
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship.
<b>Positive relationships</b>	Written statement of general principles on positive relationships including any anti-bullying policy as appropriate.
<b>Careers Education</b>	Statement of the programmes of careers education

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

<b>Class</b>	<b>Description</b>
<b>Reports of Estyn School Inspections</b>	Report of an inspection of the school and the summary of the report.
<b>Post Inspection Action Plan</b>	A plan setting out the actions required following an Estyn inspection.
<b>Charging and Remissions Policies</b>	A statement of the school's policy with respect to charges and remissions for any optional extra or board or lodging of which charges are permitted
<b>School Session Times</b>	Details of school session and dates of school terms and holidays.
<b>Additional Learning Needs</b>	Information about the school's policy on providing for pupils with ALN
<b>Accessibility Plans</b>	Written plan of improvements to access for pupils with disabilities.
<b>Health and Safety Policy</b>	Written statement of general policy with respect to health and safety at work of employees (and others) and the organization and arrangements for carrying out the policy.
<b>Child Protection Policy</b>	Statement of general principles on Child Protection arrangements.
<b>Complaints Procedure</b>	Statement of procedures for dealing with complaints.
<b>Performance management</b>	Statement of procedures adopted by the Governing Body relating to staff performance management
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

## 6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about the publication scheme or if you require further assistance or need to make a complaint then initially this should be addressed to the Headteacher.

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 organization 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 545 745

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

Approved by:



Mr H. Cripps, Headteacher

Mr B. Davies, Chair of Governors

Date: December 2022