

# THE ST. CHRISTOPHER SCHOOL

Academy Trust - Special School

Mountdale Gardens, Leigh-on-Sea, Essex SS9 4AW

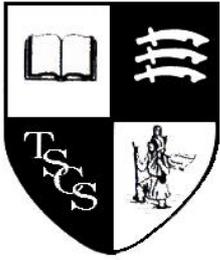
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Christopher's Cottage



A Residential Respite Care /  
Sports Hall Facility

## THE ST. CHRISTOPHER SCHOOL ACADEMY TRUST – FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

First Written: June 2010

Revisions: February 2013

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

**Freedom of Information Act Request**  
**The St. Christopher School Academy Trust**  
**Mountdale Gardens**  
**Leigh-on-Sea**  
**Essex, SS9 4AW**

The Governing Body is responsible for the 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 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.

### 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.



SEN SPECIALIST  
SCHOOLS



INVESTOR IN PEOPLE

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 governing body documents.
- Pupils & Curriculum - information about policies that relate to pupils and the school curriculum.
- School Policies - information about policies that relate to the school in general.

### 3. How to request information

If you require a copy of any of the documents within the scheme, please contact the school by letter, email, fax or telephone:

Contact address: The St. Christopher School Academy Trust, Mountdale Gardens,  
Leigh-on-Sea, Essex, SS9 4AW  
Tel: 01702 524193  
Fax: 01702 526761  
Email: office@tscs.southend.sch.uk

To help us process your request quickly, please clearly mark any correspondence:

### Freedom of Information Act Request

If the information you're looking for isn't available via the scheme, you can still ask if we have it.

### 4. Paying for information

Single copies of information covered by this publication 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. **The school will make a charge of 10p per photocopy plus postage.**

### 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, (other items may be included 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 headteacher and 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 pupils with special educational needs.</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>• GCSE/GNVQ results in the school.</li> <li>• the number of pupils studying for and percentage achieving other vocational qualifications.</li> <li>• the destinations of school leavers.</li> </ul>

## Information relating to the governing body

This section sets out Governing Body documents.

Class	Description
<b>Memorandum &amp; Articles of Association</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 governing body is constituted.</li> <li>• The name of any person entitled to appoint any category of governor.</li> <li>• Details of any trust.</li> <li>• If the school has a religious character, a description of the ethos of the school.</li> <li>• The date the instrument takes effect.</li> </ul>
<b>Minutes <sup>[1]</sup> of meeting of the Governing Body and its committees</b>	<p>Minutes from governors board and committee meetings</p> <p><sup>[1]</sup> Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this</p>

**Pupils & Curriculum Policies** - this section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
<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 for example homework arrangements.
<b>Curriculum Policy</b>	Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
<b>Sex &amp; Healthy Relationship Policy</b>	Written statement of policy with regard to sex and relationship education.
<b>Behaviour Management Policy</b>	Written statement of general principles on behaviour and discipline.

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

Class	Description
<b>Published reports of Ofsted referring expressly to the school</b>	Published report of the last inspection of the school and the summary of the report.
<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 and lodging of which charges are permitted, for example school trips.
<b>School session times</b>	Details of school session and dates of school terms and holidays.
<b>Special Education Needs</b>	Information about the school's policy on providing for pupils with special educational needs.
<b>Accessibility Plan</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 organisation and arrangements for carrying out the policy.
<b>Child Protection Policy</b>	Statement of general principles on Child Protection arrangements ( <i>from March 2004</i> ).
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints.

<b>Performance Management of Staff</b>	Statement of procedures adopted by the governing body relating to the performance management of staff.
<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 this publication scheme or if you require further assistance or need to make a complaint then initially this should be addressed to:

**The Headteacher  
The St. Christopher School Academy Trust  
Mounddale Gardens  
Leigh-on-Sea  
Essex, SS9 4AW**

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

Next Review Due: March 2015