



**ST. HILD'S
CHURCH OF ENGLAND SCHOOL**

Policy Document

FREEDOM OF INFORMATION

At St. Hild's Church of England School we aim to provide all of our pupils with a world class education in a Christian context. We expect to find God at work in our school.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

"I have come that they may have life in all its fullness (John 10:10)"

In the interest of truth and transparency, St Hild's Church of England School adopts the following policy. Information available from the School under the Model Publication Scheme

Most of the information below can be viewed via the school website <http://www.sthilds.org.uk/home1>. If not on the website most can be obtained as hard copies from the school (Price on application)

| Information Published by the School | How the information can be obtained |
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| Class 1 – Who we are and what we do | |
| 1. We are a Church of England Voluntary Aided Secondary School serving the north of Hartlepool. We are a Specialist Engineering College. We currently have approximately 700 students aged 11 – 16 years on roll. The Governing Body is the Admissions Authority for the school. | Application to the school – hard copy or website |
| 2. A list of current staff and roles | Application to the school – hard copy or website |
| 3. Membership of the Governing Body and the basis for their appointment | Application to the school – hard copy or website |
| 4. The Headteacher can be contacted at the school by writing to The Headteacher, St. Hild's Church of England VA School, King Oswy Drive, Hartlepool TS24 9PB; by telephone – 01429 273041; or by email via the Headteacher's PA muir.w@st-hilds.hartlepool.sch.uk | -Only by agreed appointment |
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| 6. The staffing structure | Website |
| 7. School session times and term dates | Published in the School Prospectus or website |

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| Class 2 – What we spend and how we spend it | |
| 1. Annual plan and financial statements – current and previous financial year | Application to the school – hard copy or website |
| 2. Capitalised funding – current and previous financial year | Application to the school – hard copy |
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| 5. Pay Policy | Application to the school – hard copy |
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| Class 3 – What our priorities are and how we are doing | |
| 1. School Profile <ul style="list-style-type: none"> • The latest Ofsted Report <ul style="list-style-type: none"> ➤ Summary ➤ Full Report | Application to the school – hard copy. Also available on the Ofsted Website or school website |
| 2. Appraisal policy and procedures adopted by the governing body | Application to the school – hard copy or website. |
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| Class 4 – How we make decisions Current and previous three years as minimum | Some of the policies can be viewed on the website: |
| 1. Admissions policy/decisions (but not individual decisions) | Application to the school – hard copy or website |
| 2. Agendas of meetings of the Governing Body and its sub-committees | Application to the school – hard copy |
| 3. Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meetings – documents approved for inspection.</i> | Application to the school – hard copy |

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| <p>Class 5 – Our policies and procedures Current information only</p> | |
| <p>School Policies including:</p> <ul style="list-style-type: none"> • Charging for School Activities policy • Health & Safety • Complaints Policy • Discipline policy • Grievance Policies • Freedom of Information Policy • Equality in Employment Policy • Recruitment & Induction Procedures | <p>Application to the school – hard copy or website</p> |
| <p>Pupil and curriculum policies including:</p> <ul style="list-style-type: none"> • Home – School agreement • Sex & Relationship Education • Special Educational Needs & Disability • Accessibility • Extremism and Anti Radicalisation Policy • Collective Worship • • Discipline & Pupil behaviour • Religious Education Policy • Supporting pupils with Medical Conditions Policy | <p>Application to the school – hard copy or website</p> |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Data Protection (including information sharing policies) | <p>Application to the school – hard copy or website</p> |
| <p>Charging regimes and policies including:</p> <ul style="list-style-type: none"> • • Charging for School Activities Policy. | <p>Application to the school – hard copy or website</p> |

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| Class 6 – Lists and Registers Currently maintained lists and registers only | |
| 1. Curriculum circulars and statutory instruments | Application to the school; hard copy. Some information may only be available by inspection. |
| 2. Disclosure logs | Application to the school; hard copy. Some information may only be available by inspection. |
| 3. Asset register | Application to the school; hard copy. Some information may only be available by inspection. |
| 4. Any information the school is currently legally required to hold in publically available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | Application to the school; hard copy. Some information may only be available by inspection. |

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| Class 7 – The services we offer (Information about the services the school offers, including leaflets, guidance and newsletters for the public and businesses) This will be current information only | |
| 1. Extra curricular activities | Application to the school – hard copy or website. |
| 2. Out of school clubs | Application to the school - hard copy or website |
| 3. School publications | Application to the school - hard copy or website |
| 4. Services (including Technical Services) for which the school is entitled to recover a fee, price on application | Application to the school |
| 5. Leaflets, books and newsletters | Application to the school - hard copy or website |
| 6. Additional Information <ul style="list-style-type: none"> • Printing and other Technical Services including details of charges for those services • Services to the community – including details of charges for those services where appropriate. | Application to the school - hard copy. |

Contact details:

The Headteacher,
St. Hild's Church of England VA School,
King Oswy Drive,

Tel: 01429 273041

Hartlepool
TS24 9PB

Fax: 01429 232235

Email: muir.w@st-hilds.hartlepool.sch.uk

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| Signed.....Headteacher | Next Review Date: April 2019 |
| Signed.....Chair of Governors | |

| Revision Date | Version | Status |
|---------------|---------|---|
| March 17 | 17.4 | Approved @Full Governors 8 th May 2017 |
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