School Publication Scheme Policy

Date Policy due to be reviewed: September 2027

Committee Responsible for Policy: Finance Committee

WORK HARD | BE KIND | AIM HIGH

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 Academy trusts and academies, should be clear and proactive about the information they will make public.

Hillcrest School and Sixth Form Centre has adopted the Information Commissioner's Office (ICO) Model Publication Scheme in accordance with section 19 of the Freedom of Information Act 2000. The Model Publication Scheme sets out seven classes of information which the Trust makes routinely available. The official scheme is available from the ICO website: https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The way 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 hold may not be made public, for example personal information.

Aims and Objectives

The aims and objectives for the Academy are derived from the school's mission statement which is:

"Hillcrest School and Sixth Form Centre is a safe and respectful learning environment where every child is valued as an individual with unique talents and ambitions"

We

- are an outward looking and confident community, actively promoting the fundamental British values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs;
- are a happy, responsible and fair school respected by the community;
- improve our environment to meet the educational demands of the twenty first century;
- raise expectations and achievement for all;
- prepare everyone for the challenges of modern Britain and a changing world; and

  develop a passion for lifelong learning.

We believe our school is an ideal size, since it is large enough to provide a full range of subjects and to enable us to employ specialist teachers, but not so large that the individual becomes lost in the crowd.

Hillcrest is committed to ensuring all members of our learning community have equal opportunities to achieve their potential.

Our equality objectives ensure that we

- eliminate all forms of discrimination in line with the Equality Act 2010
- improve equality of opportunity for people with protected characteristics
- consult and involve those affected by inequality in the decisions we make to promote equality and eliminate discrimination

Together we are always reviewing and implementing our practices to improve:

- a rich broad, balanced and well taught curriculum
- a safe, ordered and secure environment
- partnerships with parents and the wider community
- high expectations, excellent progress and high academic standards
- an ethos of mutual respect, care, support, encouragement and inclusion
- a recognition and celebration of everyone's achievements and success.

and this publication scheme is a means of showing how we are pursuing these aims.

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.

School contact details

The school website will include:

- the school's name
- the school's postal address
- the school's telephone number
- the name of the member of staff who deals with queries from parents and other members of the public
- the name of the member of staff who deals with queries about our SEND provision

Admission arrangements

We will publish:

- the school's admission arrangements, explaining how we will consider applications for all age groups, including: -
    - ❖ arrangements for selecting the pupils who apply
    - ❖ our oversubscription criteria (how we offer places if there are more applicants than places) - an explanation of what parents should do if they want to apply for their child to attend the school - appeals process and timeline
    - ❖ details of how parents can find out about the school's admission arrangements through the local authority

Ofsted reports

We will publish:

- a copy of the school's most recent Ofsted report
- a link to the webpage where users can find the school's most recent Ofsted report

Exam and assessment results

Key Stage 4 (KS4) results
We will publish the following details from the school's most recent KS4 results:

- Progress 8 score
- Attainment 8 score
- percentage of students who achieved grade 4 and 5 or above in English and Maths
- percentage of students who achieved grade 4 and 5 or above in the Ebacc set of subjects
- Ebacc average point score

Key Stage 5 (KS5)
We will publish the following details from the school's most recent KS5 results:

- the progress our students have made compared with students across the country
- the average grade our students achieved at KS5
- the progress our students have made in English and Maths

- student retention (the percentage of students who get to the end of their study programme)
- student destinations (the percentage of students who continue in education or training, or move on to employment in the year after the end of Key Stage 5)

Performance tables

A link to the school's page on the Department for Education's Compare School Performance service.

Curriculum

We will publish:

- the content of the curriculum the school follows in each academic year for every subject
- the Trust's approach to the curriculum
- a list of the courses available to pupils at KS4, including GCSEs
- how parents or other members of the public can find out more about the curriculum the school is following

Safeguarding

We will publish:

- the school's arrangements for safeguarding and promoting welfare
- the school's Safeguarding Policy
- Who are safeguarding team are
- Supporting safeguarding documents on emotional well-being, online safety, crime and exploitation and radicalisation.

Values and ethos

The website will include a statement of the school's ethos and values.

Health and safety

We will publish:

- the school's Educational visits and learning outside the classroom Policy
- the school's E-safety Policy

Behaviour policy

We will publish:

- the school's Behaviour Policy and the Anti-bullying Policy

Pupil premium

We will publish details of how the school spends its pupil premium funding and the effect this has had on the attainment of the pupils who attract the funding.

We will include:

- how much pupil premium funding we received for this academic year
- details of how we intend to spend the funding, including our reasons and evidence
- details of how we spent the pupil premium funding we received for last academic year
- how it made a difference to the attainment of disadvantaged pupils

The funding is allocated for each financial year, but the information we publish online will refer to the academic year, as this is how parents and the general public understand the school year. As we will not know how much funding we will receive for the latter part of the academic year (from April to July), we will report on the funding up to the end of the financial year. We will then update this information later in the year when we have all the figures.

Special Educational Needs and Disabilities (SEND)

We will publish:

- the Trust's SEND Policy;
- the annual SEND Information Report;
- details of the types of SEND provided for within the school;
- arrangements for identifying, assessing and supporting pupils with SEND;
- the name and contact details of the SENDCo;
- admission arrangements for pupils with SEND;
- arrangements for consulting pupils and parents;
- details of accessibility arrangements;
- links to the Local Authority Local Offer; and
- information explaining how concerns or complaints regarding SEND provision may be raised.

Charging and Remissions Policy

We will publish the school's Charging and Remissions Policy, including:

- the activities or cases for which the school will charge pupils' parents
- the circumstances where the school will make an exception on a payment we would normally expect to receive under our charging policy

Complaints

We will publish the Trust's complaints procedure. This will guide parents if they have a complaint, and detail how the school and Board of Trustees will deal with this.

Board of Trustees

We will publish the names of members of the Board of Trustees, their areas of responsibility and terms of office.

Trust

We will publish:

- the Memorandum and Articles of Association;
- the Funding Agreement;
- the latest Annual Report and Audited Financial Statements;
- the Accounting Officer's Statement of Regularity, Propriety and Compliance;
- the Governance Statement;
- the names of Members and Trustees;
- the Register of Business and Pecuniary Interests;
- the Trust's Scheme of Delegation;
- committee structure and terms of reference;
- attendance records for Trustees and committees;
- executive pay disclosures contained within the Annual Report;
- governance arrangements; and
- any Financial Notices to Improve or other notices issued by the Department for Education, where applicable.

Remote Education

We will publish:

- details of the Trust's remote education arrangements where remote education is provided;
- information explaining how pupils can access remote learning;
- the digital platforms used to support remote education;
- arrangements for supporting pupils who do not have access to suitable technology; and
- details of how parents and pupils can obtain further information regarding remote education.

Careers Programme Information

Careers Education, Information, Advice and Guidance

We will publish:

- details of the school's careers programme for pupils in Years 7 to 13;
- information about how the programme supports pupils in preparing for further education, apprenticeships and employment;
- the name and contact details of the school's Careers Leader;
- details of encounters with employers, education providers and workplace experiences;
- information on how pupils, parents and employers can access careers information and guidance; and
- the school's published careers programme and its impact in accordance with statutory guidance.

Provider Access Policy Statement (Baker Clause)

Provider Access Policy Statement

We will publish:

- the Trust's Provider Access Policy Statement in accordance with Section 42B of the Education Act 1997;
- details of how providers of technical education qualifications and apprenticeships may request access to pupils;
- arrangements for provider encounters throughout Key Stages 3, 4 and 5; and
- contact details for making provider access requests.

Equality Information and Objectives

We will publish:

- the Trust's Equality Objectives in accordance with the Equality Act 2010;
- information demonstrating how the Trust complies with the Public Sector Equality Duty;
- details of how the Trust promotes equality of opportunity and eliminates discrimination; and
- information on how equality objectives are reviewed and monitored.

Accessibility Plan

We will publish:

- the Trust's Accessibility Plan prepared under the Equality Act 2010;
- details of how the Trust intends to increase access to the curriculum;
- improvements to the physical environment of the school;
- arrangements to improve the accessibility of information for disabled pupils, parents and visitors; and
- details of the review period for the Accessibility Plan.

Governance Information

We will publish:

- the names of Members, Trustees and Local Governors (where applicable);
- the Trust's governance structure and Scheme of Delegation;
- committee membership and terms of reference;
- attendance records for Trustees and committees for the previous academic year;
- the Register of Business and Pecuniary Interests;
- governance roles held in other educational institutions;
- Trustee appointment and resignation dates; and
- information explaining the responsibilities of Members, Trustees and Local Governors.

Executive Pay

We will publish:

- details of executive pay disclosed within the Trust's Annual Report and Financial Statements;
- a statement explaining the Trust's approach to determining executive remuneration;
- confirmation that executive pay is determined through an objective and transparent process overseen by the Board of Trustees and informed by independent advice where appropriate; and
- links to the published Annual Report and Financial Statements where executive remuneration disclosures are included.

Financial Information / Annual Report and Audited Accounts

We will publish:

- the Trust's Annual Report and Audited Financial Statements;
- the external auditor's opinion;
- the Accounting Officer's Statement of Regularity, Propriety and Compliance;
- the Governance Statement;
- information regarding the Trust's financial performance;
- the latest funding agreement;
- financial notices issued by the Department for Education (where applicable); and
- links to all statutory financial information published on the Trust website.

Charges for Information – Schedule of Charges

Hillcrest School and Sixth Form Centre is committed to making information available to the public free of charge wherever reasonably practicable.

Information published on the school website or supplied electronically by email will normally be provided free of charge.

Where printed copies are requested, the following charges may apply:

Description	Charge
Information available on the school website	Free
Information supplied by email	Free
Inspection of information at the school by appointment	Free
A4 black-and-white printing or photocopying	5p per page
A4 colour printing or photocopying	10p per page
Postage	Actual cost
Specialist printing or reproduction	Actual cost, agreed in advance

Printing and photocopying charges will not exceed the reasonable costs incurred by the Trust.

Any applicable charges will be confirmed with the requester before the information is supplied. Where payment is required, the Trust may request payment in advance.

No routine administration or staff-time charge will be made for requests within the statutory Freedom of Information cost limit.

Where a request exceeds the statutory appropriate limit, the Trust will consider the request in accordance with the Freedom of Information Act 2000 and associated Fees Regulations.

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 or letter. Contact details are set out below.

Email: **enquiry@hillcrest.bham.sch.uk** Tel: **0121 464 3172** Contact Address: **Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST**" (in CAPITALS please) and mark for the attention of the Strategic Business Manager.

or you can visit our website at: www.hillcrest.bham.sch.uk

Appendix 1 – Guide to Information and Where to Find It

This appendix identifies information routinely made available by Hillcrest School and Sixth Form Centre under the ICO Model Publication Scheme. It should be read alongside the School Publication Scheme Policy.

Main policies page: https://www.hillcrest.bham.sch.uk/information-and-policies Where a document is not published online, contact the school using the details in the policy. Disclosure remains subject to applicable exemptions and data protection requirements.

Class 1 – Who we are and what we do

Information / document	Where to access it
School address, telephone, general enquiries and SEND contact	School website – Contact Us; SEND information
Ethos, values and aims	School website – About Us / school information
Members, Trustees, governance structure and responsibilities	School website – Governance / Financial and Governance Information
Memorandum and Articles of Association; Funding Agreement	Information and Policies / Trust governance documents
Scheme of Delegation; committee terms of reference; trustee attendance	Governance information; request from school if not online

Class 2 – What we spend and how we spend it

Information / document	Where to access it
Annual Report and Audited Financial Statements; Governance Statement; auditor opinion	School website – Financial and Governance Information / annual accounts
Executive remuneration disclosures	Annual Report and Financial Statements / executive pay information
Charging and Remissions Policy	Information and Policies
Pupil Premium strategy, allocation and impact	School website – Pupil Premium information
Procurement, contracts and other disclosable financial records	Request from school, where held and subject to exemptions

Class 3 – What our priorities are and how we are doing

Information / document	Where to access it
School priorities, ethos and development information	School website; request school improvement information suitable for disclosure
Most recent Ofsted report	School website – Ofsted information; Ofsted website
KS4 and KS5 examination and assessment results	School website – Performance / results information
DfE school performance information	Department for Education – Compare School Performance service
Pupil Premium impact; equality objectives; SEND Information Report	School website – relevant pupil premium, equality and SEND pages

Class 4 – How we make decisions

Information / document	Where to access it
Board structure, Scheme of Delegation and terms of reference	School website – Governance / Financial and Governance Information
Trust Board and committee agendas, minutes and decisions suitable for release	Request from school; confidential or exempt material may be withheld
Admissions arrangements, oversubscription criteria and appeals	School website – Admissions information
Complaints Procedure	Information and Policies – Complaints Procedure (verify correct link)

Class 5 – Our policies and procedures

Information / document	Where to access it
Child Protection and Safeguarding; behaviour; anti-bullying; attendance	Information and Policies
SEND and inclusion; accessibility; supporting medical conditions	Information and Policies / SEND
Admissions; complaints; charging and remissions	Information and Policies / Admissions
Equality objectives; equality and diversity; privacy notices; data protection	Information and Policies / Equality / Privacy
Online safety; educational visits; remote learning	Information and Policies
Careers guidance; Provider Access Policy Statement	Information and Policies / Careers

Class 6 – Lists and registers

Information / document	Where to access it
Register of Business and Pecuniary Interests of Members and Trustees	School website – Governance / Register of Interests
Trustee appointment dates, resignations and attendance	School website – Governance; on request where not online
Other disclosable registers, including asset registers where appropriate	Request from school; disclosure assessed case by case

Class 7 – The services we offer

Information / document	Where to access it
Secondary curriculum, GCSE options and sixth-form courses	School website – Curriculum / Sixth Form
Admissions and school contact information	School website – Admissions / Contact Us
SEND provision and support	School website – SEND Information Report
Careers programme and provider encounters	School website – Careers / Provider Access
Remote education, enrichment, educational visits and facilities use where applicable	School website – relevant pages; request further information