



# School Publication Scheme Policy

**Date Policy due to be reviewed: September 2021**

**Committee Responsible for Policy: Finance Committee/Full Governing Body**

## School Publication Scheme on information available under the Freedom of Information Act 2000

*The governing body is responsible for maintenance of this scheme.*

### **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 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**

We will include a link to the school and college performance tables on the Department for Education's website - <https://www.gov.uk/school-performance-tables>

## **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.

## **Year 7 literacy and numeracy catch-up premium**

We will publish details of how we spend this funding and the effect this has had on the attainment of the pupils who attract it.

We will include:

- how much year 7 catch-up premium we received for this academic year
- details of how we intend to spend the funding
- details of how we spent our year 7 catch-up premium last academic year
- how it made a difference to the attainment of the pupils who attract the funding

## **Special Educational Needs (SEN) report**

We will publish a report on the school's policy for pupils with SEN which will include:

- the types of special needs for which provision is made
- the school's admission arrangements for pupils with SEN or disabilities
- the steps we have taken to prevent pupils with SEN from being treated less favourably than other pupils
- details of the school's access facilities for pupils with SEN
- the accessibility plan the governing body has written in compliance with paragraph 3 of schedule 10 to the Equality Act 2010 (part of the Equality policy)
- we will publish the school's SEN Policy

## **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 governing body will deal with this.

## **Governing Body**

We will publish the names of members of the Governing Body, their areas of responsibility and terms of office.

## **Trust**

We will publish:

- The Memorandum and Articles of Association
- The latest annual accounts
- The funding agreement
- A list of the names of the trustees/members
- A list of the business and pecuniary interests of the trustees
- Details of the Trust's governance arrangements and scheme of delegation. This will include:
  - ❖ the structure and remit of Members, Board of Trustees, its committees and local Governing Bodies;
  - ❖ the full names of the chair of Trustees, the Chairs of Committees and the Chairs of local Governing Bodies;
  - ❖ for each Trustee who has served at any point over the past 12 months, their full names, date of appointment, date of resignation (if applicable) and relevant business and pecuniary interests, including governance roles in other educational institutions;
  - ❖ for each Trustee, their attendance records at Board and Committee meetings over the last academic year

## 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, fax or letter. Contact details are set out below.

Email: [enquiry@hillcrest.bham.sch.uk](mailto: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](http://www.hillcrest.bham.sch.uk)