

Bishop Vaughan Catholic School

FOI and Publication Scheme

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## ***This is Bishop Vaughan Catholic School's Publication Scheme***

Our full title and address for sending requests for any documents is: ***Bishop Vaughan Catholic School, Mynydd Garnllwyd Road, Morriston, Swansea, SA6 7QG.***

The person responsible for maintenance of this scheme is: ***MR. MARK JONES, School Data Manager.***

### **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 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 organised 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.
- ***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**

You can request a copy of the information you want from the contact detailed below or visit our website at <https://bishopvaughan.co.uk/>

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

Email: **bishopvaughan@hwbcymru.net**

Tel: **01792 772006**

Fax: **01792 790565**

Contact Address: **Bishop Vaughan Catholic School, Mynydd Garnllwyd Road, Morriston, Swansea, SA6 7QG.**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST"** (in **bold CAPITALS**).

### **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 don't have Internet access, you can access our website using a local library or an Internet café.

## 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>• use of the Welsh Language.</li> <li>• GCSE/GNVQ results in the school, locally and nationally.</li> <li>• a summary of GCE A/AS level results in the school and nationally.</li> <li>• the number of pupils studying for and percentage achieving other vocational qualifications.</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.

Class	Description
<b>Governors' Annual Report</b>	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion):</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 governors for expenses.</li> <li>• information about school security.</li> </ul>

	<ul style="list-style-type: none"> <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>• GCSE/GNVQ results in the school, locally and nationally.</li> <li>• GCE A/AS and vocational qualification results in the school and nationally.</li> <li>• the number of pupils studying for and percentage achieving other vocational qualifications.</li> <li>• the destinations of school leavers.</li> </ul>
<b>Instrument of Government</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* of meeting of the Governing Body and its committees</b>	Minutes from governors board and committee meetings

**Pupils & 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 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>RSE Policy</b>	Written statement of policy with regard to RSE.

<b>Class</b>	<b>Description</b>
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship.
<b>Pupil Discipline</b>	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.
<b>Careers Education</b>	Statement of the programmes of careers education provided for Key Stage 3, Key Stage 4 and post-16.

**School Policies and Documentation** - 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 under Sections 10 and 23 of the School Inspections Act 1996</b>	Report of an 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 music tuition, trips. (in prospectus)
<b>School session times</b>	Details of school session and dates of school terms and holidays. (in prospectus and governors' annual report)
<b>Additional Learning Needs</b>	Information about the school provides for pupils with additional learning needs. (in prospectus and governors' annual report)
<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 organisation and arrangements for carrying out the policy.
<b>Child Protection Policy</b>	Statement of general principles and procedures on Child Protection arrangements.
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints. (in staff handbook and school prospectus)
<b>Staff Appraisal</b>	Statement of procedures adopted by the governing body relating to staff appraisal. (performance management policy)
<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 **MR. MARK JONES, School Data Manager**

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: 0303 123 1113**

*This scheme was updated June 2026.*

## **ANNEX A - Other documents held by the school**

- Parents' Newsletter – published at the end of each term
- Mission Statement - Main Features of the Catholic Life of the School
- Admissions Policy
- Adoption Leave Policy
- Anti-Bullying Policy
- Appeals against Internal Assessment of Work for External Qualifications
- Assessment Recording and Reporting Policy
- Attendance Policy
- Careers Policy
- CCTV Policy
- Conflict of Interest Policy
- DBS Policy
- Disability Equality Scheme
- Educational Visits Policy
- Employment Reference Policy
- Equal Opportunities Policy
- E-Safety Policy
- ESDGC Policy
- Examination Contingency Policy
- Examinations and Word Processing Policy
- External Examinations Policy
- Family Friendly Policy
- Flexible Working Policy
- Food and Fitness Policy
- Health and Wellbeing Policy
- Lettings Policy
- Malpractice Policy
- Management of Absence Policy
- Maternity Leave Policy
- Non-Examination Assessment Policy
- Physical Intervention Policy
- Plagiarism Policy
- Prayer and Liturgy Policy
- Privacy Notice
- Redundancy Policy
- Social Media Guidelines
- Staff Wellbeing Policy
- Substance Misuse Policy
- Teachers' Pay Policy
- Uniform Policy
- Volunteer and Visitor Policy

- Whistleblowing Policy