

## THE WALLACE HIGH SCHOOL

This is The Wallace High School Publication Scheme on information available under the Freedom of Information Act 2000.

The Board of Governors is responsible for 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 Aims and Objectives**

#### **AIMS**

The following aims are intended to ensure that suitable provision is made by the School:

- a to enable pupils to realise their *academic* potential
  - b to foster pupils' *social and personal* development
  - c to foster the *moral development* of pupils.
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- 1 To provide a broad, coherent and balanced curriculum which is consistent with legal requirements and which suits the needs of all pupils.
  - 2 To enable pupils to realise their full intellectual, aesthetic and physical potential.
  - 3 To develop pupils' skills of literacy, numeracy, communication and information communication technology to the highest possible standard.
  - 4 To provide a caring environment in which pupils feel secure, valued and in which they can develop a sense of belonging.
  - 5 To develop positive attitudes to academic, personal and social progress.

- 6 To develop in pupils a knowledge and understanding of themselves, intellectually, personally and socially.
- 7 To develop in pupils the ability to take responsibility for themselves, appropriate to their age.
- 8 To promote in pupils care and respect in their dealings with each other, with adults and with those in authority.
- 9 To promote in pupils care and respect for the environment in which they live and study.
- 10 To nurture in pupils tolerance of opinions, values and attitudes which are different from their own.
- 11 To prepare pupils for adult life through awareness of occupational opportunity, the ability to make considered choices and the development of independent thinking.
- 12 To prepare pupils for citizenship by providing a local, national and international perspective on environmental, economic and political matters.
- 13 To develop effective liaison with parents, external agencies and the local community.

### **3 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 6 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 and other information related to the school – information about policies that relate to the school in general.

### **4 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 **or you can visit our website at [www.wallacehigh.org](http://www.wallacehigh.org)**.

Email: [school@wallacehigh.org](mailto:school@wallacehigh.org)

Tel: **02892 672311**

Fax: **02892 666693**

Contact Address: **12a Clonevin Park, Lisburn, BT28 3AD.**

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please). If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it.

## **5 Paying for Information**

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is 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 this will be indicated by a £ sign in the description box.

## **6 Classes of Information Currently Published**

### School Prospectus

Please refer to our website, [www.wallacehigh.net](http://www.wallacehigh.net).

### Governors’ Annual Report and other information relating to the Board of Governors

Please refer to our website, [www.wallacehigh.net](http://www.wallacehigh.net).

### Scheme of Management

- the name of the school
- the category of the school
- the name of the governing body
- the manner in which the governing body is constituted
- the term of office of each category of governor if less than 4 years
- the name of any body entitled to appoint any category of governor details of any trust
- a description of the ethos of the school
- the date the scheme takes effect.

### Minutes of meetings of the Board of Governors and its Committees<sup>1</sup>

Agreed minutes of meetings of the Board of Governors and its committees

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

## Pupils & Curriculum Policies

Please refer to our website, [www.wallacehigh.net](http://www.wallacehigh.net).

### **7 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 wish to make a complaint then initially this should be addressed to:

**Mrs S McCabe, Chairman of the Board of Governors, The Wallace High School, 12a Clonevin Park, Lisburn, BT28 3AD.**

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, Wimslow, Cheshire SK9 5AF**

or

**Enquiry/Information Line: 01625 545700**

**Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

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