



Publication Scheme

School	Ysgol Treffynnon
Date policy approved and adopted	8 th October 2018
Reviewed By	Interim Executive Board
Review frequency	Annually
Next review date	June 2019
Designated Senior Person (DSP)	Anneke Perrett

Publication Scheme

This is Ysgol Treffynnon and Ysgol Maes Y Felin's Publication Scheme detailing information available under the Freedom of Information Act 2000.

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 available for you available in paper form.

Some information which we hold may not be made public, for example, personal information.

The Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner.

Categories of information published

The Publication Scheme guides you to information which we currently publish (or have recently published) or which we 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
- *The School Profile and other information relating to the Governing Body* - information published in the School Profile and in the other governing body documents

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- *Pupils and 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.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school. Contact details are set out below

Address	Ysgol Treffynnon Pen Y Maes Road Holywell Flintshire CH8 7EN	Ysgol Maes Y Felin Pen Y Maes Road Holywell Flintshire CH8 7EN
Telephone	01352 711366	01352 710011
Website	www.ysgolmaesyfelin.co.uk	www.ysgoltreffynnon.cymru
Email	mfmmail@hwbcymru.net	info@yt.flintshire.sch.uk

To help us process your request quickly, please mark any correspondence **'PUBLICATION SCHEME REQUEST'** (IN CAPITAL LETTERS PLEASE).

If the information you are looking for is not available via the scheme, and is not on our website, you can still contact the school to ask if we have it.

Paying for information

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 the local library or Holywell's internet cafe.

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 for a priced item such as some printed publications or videos/DVDs, 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.

Classes of Information Currently Published

School prospectus and Information Booklet - **this section sets out information published in the school prospectus and associated Information Booklet.**

School Prospectus
The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion):
1. The name, address and telephone number of the school and the names of the head teacher and of the chair of the governing body.
2. The classification of the school as— (a) a community, foundation, voluntary controlled, voluntary aided, community special or foundation special school; (b) a primary, middle or secondary school; (c) a comprehensive, grammar or partially selective school; (d) a co-educational or single-sex school; (e) a day or boarding school or a school taking both day and boarding pupils; except that for the purposes of sub-paragraph (b) or (c) other terminology may be used.
3. The language category in the most recent PLASC return to the Welsh Ministers which most closely describes the school
4. In relation to schools other than special schools, particulars of the admissions policy adopted for the school in relation to each age at which pupils are admitted to the school (including ages above and below compulsory school age).
5. Where there are specific arrangements for parents who are considering sending their child to the school to visit it, details of those arrangements.
6. <i>In the case of a secondary school or a school (other than a special school) which provides secondary education, where information is available—</i> (a) <i>the number of places for each relevant age group at the school which were available at the start of the school year immediately preceding the admission school year;</i> (b) <i>the number of written applications for such places from the start of that year or</i> (as appropriate) <i>preferences expressed for such places at the school pursuant to arrangements made under section 86(1) of the 1998 Act;</i> (c) <i>the number of appeals made pursuant to section 94 of the 1998 Act prior to the start of the most recent school year and the number of such appeals that were successful.</i>
7. A statement on the curriculum and organisation of education and teaching methods at the school, including details of any special arrangements in the curriculum or otherwise for particular categories of pupils, including those with

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statements of special educational needs made pursuant to section 324 of the 1996 Act.
8. A summary of the policy adopted for the school by the governing body in relation to children with special educational needs as it appears from the information published by the governing body under regulations 3 to 4 of the Education (Special Educational Needs) (Information) (Wales) Regulations 1999.
9. A brief statement on the ethos and values of the school
10. A brief statement on who has been designated as the member of staff at the school as having responsibility for promoting the educational achievement of looked after children and of that person's role and a brief statement on the policies adopted for the school to support and promote the educational achievement of looked after children.
11. Information as to the manner in which complaints are to be made under arrangements made pursuant to section 409 of the 1996 Act. made for work focussed experiences for pupils.
12. A summary of the content and organisation of that part of the curriculum relating to sex education (where such education forms part of the secular curriculum of the school).
13. <i>A summary of any careers education provided and any arrangements made for work focussed experiences for pupils.</i>
14. A summary of any sporting aims of the school and of the provisions made for pupils at the school to participate in sport including a summary of the provision made for extracurricular sports activities.
15. The affiliations, if any, of the school with a particular religion or religious denomination.
16. Without prejudice to paragraph 15 a brief summary of the religious education provided at the school.
17. <i>Information as to any arrangements for a parent or a sixth-form pupil to exercise their rights under section 71 of the 1998 Act (1) in relation to a pupil's attendance at religious worship or education, and of any alternative provision made for pupils concerned.</i>
18. Information as to any determination made by a standing advisory council in respect of the school under section 394 of the 1996 Act.
19. A summary of the charging and remissions policies determined by the governing body of the school under section 457 of the 1996 Act.
20. For the admission school year— (a) the times at which each school session begins and ends on a school day; and (b) the dates of school holidays (including half term holidays) during the admission school year.
21. A summary of any special arrangements for the admission of disabled pupils to the school and for enabling such pupils to have access to any part of the school premises, together with particulars of any steps which have been taken to prevent disabled pupils from being treated less favourably than pupils who are not disabled.
22. A summary of any policies adopted by the governing body of the school with respect to equal opportunities.

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<p>23. A summary of the arrangements made for the security of the pupils and staff at the school and the school premises.</p>
<p>24. A summary of the provisions contained in the home-school agreement adopted by the governing body of the school under section 110(1)(a) of the 1998 Act.</p>
<p>25. Changes in respect of any matter mentioned in the preceding paragraphs which it has been determined will be made after the start of the school year to which the particulars relate.</p>
<p>26.(1) A brief statement as to the use of the Welsh language in the school by pupils of all age groups or of different age groups including, in particular—</p> <ul style="list-style-type: none">(a) the use of Welsh in each key stage as the language in which instruction is given in all or any subjects forming part of the curriculum and, where instruction in any such subject is given in Welsh of the extent, if any, to which alternative instruction in English is available in that subject;(b) of the extent, if any to which Welsh is the usual language of communication at the school;(c) any restriction that applies to a parent's ability to choose the language in which instruction is given; and(d) a brief description of the arrangements at the school to facilitate continuity in the extent of the instruction in Welsh for pupils—<ul style="list-style-type: none">(i) whilst registered at the school; and(ii) transferring from the school, where that school is a primary school, to a secondary school. <p>(2) Details of any exemption from the National Curriculum in Welsh under section 112, 113 or 114 of the 2002 Act but not so as to identify any individual pupils affected.</p>
<p>27. The most recent school comparative information in relation to the school's performance in end of foundation phase assessments and end of key stage assessments published by the Welsh Ministers on DEWi.</p>
<p>28. <i>In the case of a school with registered pupils who were aged 15 or 16 on the 1 September at the start of the previous school year, the number of such pupils and the percentage of that number falling within the following categories—</i></p> <ul style="list-style-type: none"><i>(a) persons in full-time education, training or work based learning;</i><i>(b) persons in employment;</i><i>(c) persons known to the governing body not to fall within the terms of (a) or (b) above; and</i><i>(d) persons whom it is not known by the governing body whether they fall within any of the above categories.</i>
<p>29. <i>The information in the most recent "Summary of Secondary School Performance" document published by the Welsh Ministers in relation to the school on DEWi.</i></p>
<p>30.(1) The number of unauthorised absences and authorised absences in the reporting school year expressed as a percentage of the total number of possible attendances in that year.</p> <p>(2) For the purposes of this paragraph "the total number of possible attendances" means the number produced by multiplying the number of registered pupils in the</p>

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school at the beginning of the reporting year by the number of school sessions in that year.

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.

Governing Bodies are reminded of the requirement to produce the full report. It is no longer necessary to distribute the full report to all parents, though parents must be aware that they have access to a copy of the full report if required. A summary report, containing the information indicated below (✓), must be distributed to all parents.

In accordance with The School Governors' Annual Reports (Wales) Regulations 2011

	Summary Report	Item
1a 1b	✓	Notification of the time, date, venue, purpose and agenda for the annual parents' meeting
1c	✓	Action as a result of any resolutions passed at the last meeting
2a		Names of the members of the Governing Body, and status, e.g. parent, teacher, foundation governor, co-opted, otherwise appointed, ex-officio
2b 2c		In the case of an appointed governor, by whom he or she was appointed. In relation to each governor the date on which their term of office ends. (except for ex-officio governors).
3	✓	Any information as is available to the governing body about the arrangements for the next election of parent governors.
2d		The names and addresses of the Clerk and Chairperson
4a 4b 4c 4d		A full financial statement which for County and Voluntary Schools should: reproduce or summarise any statement provided by the LA under Sections 40 or 50 of the Education Reform Act 1988 since the last annual report; indicate how any money provided by the LA was spent, give details of any school gifts and of governors' travelling and subsistence expenses
5	✓	The most recent school comparative information in relation to the school's performance in end of foundation phase and key stage assessments published by the Welsh Ministers on DEWi.
6	✓	<i>In the case of a School with registered pupils aged 15 at the beginning of the reporting year the most recent Summary of Secondary School Performance in relation to the school.</i>

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7	✓	Attendance information (the number of unauthorised absences and authorised absences in the reporting school year expressed as a % of the total number of possible attendances in that year.)
8		<i>Destination of school leavers e.g. further education, training or employment</i>
9		Action taken to develop or strengthen links with the community (including links with the police).
10		Information about any targets set by the governing body in respect of the performance of pupils and for reducing the level of unauthorised absences.
11	✓	In relation to the period since the previous governors' report a summary of the provision made for pupils to participate in sport at the school including the provision made for extracurricular sports activities during that period.
12		A summary of any review and resulting action carried out by the governing body in respect of any policies or strategies adopted by them.
13		Term dates and session times for the next school year.
14		Summary of changes to the school prospectus since the previous governors' report was prepared.
15		A statement on the curriculum and organisation of education and teaching methods at the school, including details of any special arrangements in the curriculum or otherwise for particular categories of pupils, including those with a statement of special educational needs.
16		The language category which most closely describes the school.
17		<p>Particulars as to the use of the Welsh language in the school by pupils of all age groups including, in particular-</p> <p>(a) the use of Welsh as the language in the foundation phase and each of the key stages in which instruction in any such subject is given and of the extent, if any, to which alternative instruction in English is available in that subject;</p> <p>(b) of the extent, if any, to which Welsh is the usual language of communication at the school;</p> <p>(c) any restriction that applies to a parent's ability to choose the language in which instruction is given;</p> <p>(d) a brief description of the arrangements at the school to facilitate continuity in the extent of instruction in Welsh for pupils—</p> <p>(i) whilst registered at the school;</p>

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		(ii) transferring from the school, where that school is a primary school, to a secondary school.
18		A brief statement on the provision of toilet facilities at the school for pupils registered at the school and the arrangements in place for cleaning such toilet facilities.
19		Information about the action taken to promote healthy eating and drinking by pupils of the school (for primary schools from September 2012 and for secondary schools from September 2013)
20	✓	A summary of the school development plan prepared by the governing body in accordance with The Education (School Development Plans)(Wales) Regulations 2014

1. Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.

Pupils and Curriculum Policies - this section gives access to information about policies that relate to pupils and the school curriculum

Class	Description
Home-school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils including homework arrangements
Curriculum policy	Statement on following the policy for the secular curriculum subjects and religious education; and schemes of work and syllabuses currently used by the school
Sex education policy	Statement of policy with regards to sex and relationships education
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Special needs Education Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils
Race Equality Policy	Statement of policy for promoting race equality
Child Protection Policy	Statement of policy for safe guarding and promoting the welfare of pupils at the school (<i>from March 2004</i>)

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Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying
Careers Education	Statement of the programmes of careers education provided for Key Stage 4. (Secondary only)

School policies and other information related to the school - this section gives access to information about policies that relate to the school in general

Class	Description
Published Estyn reports referring expressly to the school	Published report of the last inspection of the school
Post Inspection action plan	A plan setting out the actions required following an Estyn inspection.
Estyn inspection 'self-evaluation	A statement of the Governing Body's evaluation of the school's performance
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example, school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and Risk Assessment	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
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of staff	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the Annual Report of the Head Teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Head Teacher or Governing Body relating to the Curriculum

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Admissions policy	Statement of the school's policy on admissions
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Feedback and Complaints

If you have a comments, suggestions or a concerns about this publication scheme, you can raise a concern with the Headteacher, School Data Protection Officer or the Information Commissioner's Office.

	Headteacher	Headteacher	Data Protection Officer	Information Commissioner's Office
Address	Ysgol Treffynnon Pen Y Maes Road Holywell Flintshire CH8 7EN	Ysgol Maes Y Felin Pen Y Maes Road Holywell Flintshire CH8 7EN	David Bridge GDBR Consultancy Ltd	Churchill House 17 Churchill Way Cardiff CF10 2HH
Telephone	01352 711366	01352 710011		029 2067 840
Website	www.ysgolmaesyf elin.co.uk	www.ysgoltreffyn non.cymru	www.GDBR.co.uk	www.ico.gov.uk
Email	mfmil@hwbcymr u.net	info@yt.flintshire. sch.uk	david@gdbr.co.uk	

Headteacher:		Date:	
Chair of Governing Body:		Date:	