

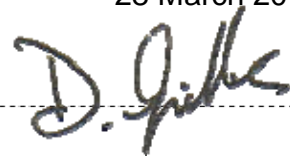
HELLEDON HIGH SCHOOL

PUBLICATION LIST

Policy Reference:	SJ5	Review Frequency:	Three Yearly
Issue Number:	01	Next Review Date:	March 2014
Author:	S Jones		

Ratified by the Governors' Policy Review Committee on: 28 March 2011

Signed: _____



Chair

Information available under the Freedom of Information Act 2000

Introduction

This document describes the information that is available from and pertaining to Hellesdon High School and how it may be obtained.

It includes information provided by the School about the way the School works and what it achieves.

It covers all the information either planned or already published which is available from the School website – www.hellesdon.net - or from the School office in printed form.

Some information held by the School may not be made public, for example personal information. This information can only be made available under the terms and conditions of the Data Protection Act. Please also see the School's Data Protection Policy available on the School website or from the School Office.

The School aims to provide:

- a happy, healthy, caring environment
- high standards of teaching and learning
- exciting opportunities for everyone
- partnership between School and community
- skills for a confident and successful future

The documents listed below provide information on how the School plans to meet these aims and what it has achieved. There are four broad topic areas:

School Prospectus –	information published in the School prospectus.
Governors’ Documents –	information published in the School Profile and in other Governing Body documents.
Students & Curriculum –	information and policies that relate to students and the School curriculum
Other School Policies and information related to the School -	information and policies that relate to the School in general.

If the information being sought is not readily apparent, please enquire at the School Office.

If you require a paper version of any of the documents, please contact the School or visit the website at www.hellesdonhigh.net

Hellesdon High School

187 Middleton’s Lane, Norwich, NR6 5SB.

Phone: 01603 424711

Fax: 01603 487602

Email: office@hellesdonhigh.norfolk.sch.uk

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION REQUEST**” (in CAPITALS please)

Single copies of information are usually provided free unless shown otherwise by a £ sign in the list.

If a request means that the School has to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as certain printed publications or videos it will let the requestor know the cost before fulfilling the request.

Publication List

School Prospectus

	Description	Availability
School Prospectus	<p>This contains:</p> <ul style="list-style-type: none"> • the name, address, telephone number and e-mail address of the School, the type of school and any specialist designation • the names of the head teacher and chair of governors • a statement of the School's ethos and values • information on the School policy on admissions • a summary of the School's statement on promoting Community Cohesion • a summary of the information regarding the School's curriculum, target setting and assessment policies • information about the religious education provided and parents' right to withdraw their child from it. The provisions for collective worship and the alternative provision for withdrawn students • information about the School's policies on providing for students with special educational needs, Gifted and Talented students and Looked After Children • information regarding the School's behaviour policy including dress code and attendance • information regarding the School's policy for eliminating discrimination and promoting race, disability and gender equality. • number of students on roll and rates of students' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the School, locally and nationally • a summary of GCE A/AS level results in the School and nationally • the number of students studying for and percentage achieving other vocational qualifications • the destinations of school leavers • the arrangements for visits to the School by prospective parents • the number of places for students of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places 	<p>Published annually in July and available from the School Website or School Office.</p>

Governors' Documents

	Description	Availability
Instrument of Government	<ul style="list-style-type: none"> • 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 • The date the instrument takes effect 	Available for perusal in the School upon request to the School Office
Minutes ¹ of meetings of the Governing Body and its committees	Agreed minutes of meetings of the Governing Body and its committees for at least the past year.	

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

Students & Curriculum Policies

	Description	Availability
Home – School agreement	Statement of the School's aims and values, the School's responsibilities, parental responsibilities and the School's expectations of its students for example homework arrangements	Available upon request to the School Office or directly from the School's website
Curriculum Policy	Statement on following the policy for the secular curriculum subjects, religious education, schemes of work and syllabuses currently used by the School	
Target Setting & Assessment Policy	Statement of policy on setting of student attainment targets and monitoring, assessment and reporting of student progress	
Sex & Relationship Education Policy	Statement of policy with regard to sex and relationship education	
Safeguarding Children Incorporating Child Protection	Statement of Policy with regard to ensuring every child who is registered with the School is protected from harm and that their welfare is supported and promoted.	
Special Educational Needs Policy	Information about the School's policy on provision for students with special educational needs	
Accessibility Plans	Plan for increasing participation of disabled students in the School's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.	
Equality Policy	Statement of policy for ensuring and promoting race, disability and gender equality	
Collective Worship	Statement of arrangements for the required daily act of collective worship	
Careers Education, (CEIAG)	Statement of the policy and programmes of careers education, information, advice and guidance (CEIAG) provided for students in years 7-13.	
Behaviour (Inclusion & Exclusion)	Policies regarding the School's general principles on attendance, behaviour and discipline, dress code and measures taken to prevent bullying.	
Drug Education & Management Policy	Statement of the School's policy on provision of drug education and management of drug related incidents	
Gifted & Talented Policy	Statement of the policy for identifying and providing appropriate challenge and support to the most able Students	
Other Policies	Information on any other policies relating to Students or curriculum agreed by the governing body and published on the School Website	

Other School Policies and information related to the School

	Description	Availability
Published reports of Ofsted referring expressly to the School	Published report of the last inspection of the School and the summary of the report	Available upon request to the School Office or directly from the School's website
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection	Available for perusal in the School upon request to the School Office
School session times and term dates	Details of School session times and dates of School terms and holidays	Available upon request to the School Office or directly from the School's website
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 etc.	
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 policy/procedures for dealing with complaints about the School	
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	
Other School Policies	Information on any other policies agreed by the governing body and published on the School Website	
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum	
School Improvement and Development Plan (SIDP)	A three year focus for improving standards at the School	

Feedback and Comments

We welcome any comments or suggestions you may have about our publications. If you wish to make any comments about the way our information is made available or if you require further assistance or wish to make a complaint then initially this should be addressed to the Chair of Governors, Hellesdon High School, 187 Middleton's Lane, Hellesdon, NR6 5SB or phone 01603 424711.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint regarding freedom of information 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: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website : www.informationcommissioner.gov.uk