

A Publication Scheme is a document that sets out the classes of information a school makes available to the public. This Publication Scheme outlines the types of information that are made available to the public by Turton School.

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## **Turton School Freedom of Information Publication Scheme**

### **1. Introduction**

Turton School is committed to providing clear, accessible information about the school's activities, governance, and other relevant information to the public. The school will make certain classes of information available to the public under this Publication Scheme. Some information may be available upon request, while other types will be proactively published. We follow the guidelines set by the Freedom of Information Act 2000.

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### **2. Classes of Information**

**2.1. Governance and Leadership Information** This includes information about the school's leadership, governance, and strategic objectives.

- **Information about the Governing Body**
    - Composition and membership details
    - Terms of Reference for committees
    - Governors' roles and responsibilities
    - Minutes of governing body meetings (excluding confidential items)
  - **Leadership Structure**
    - Details of school leadership team
    - Leadership responsibilities and qualifications
    - Staff structure and key responsibilities
  - **School Policies**
    - Governance policies (e.g., Code of Conduct, Terms of Reference)
    - Safeguarding policy
    - Equality and Equal Opportunities Policy
    - Plus any legislative policies.
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**2.2. Financial Information** This includes details about the school's financial management and spending.

- **Annual Budget**
  - Summary of the annual budget and expenditure
  - Financial reports and audits
- **Funding and Grants**
  - Breakdown of funding received, including government grants and any additional funding sources
  - Financial audits

- **Staff Remuneration**
    - Salary scales for staff (without specific salary details)
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**2.3. Curriculum and Teaching Information** This includes information about the subjects taught, curriculum delivery, and extracurricular activities.

- **Curriculum Overview**
    - A summary of the curriculum for each year group
    - Key Stage 3 and 4 curriculum content
    - GCSE and A-Level course offerings
    - Special educational needs (SEN) provisions and strategies
  - **Teaching Resources and Methodologies**
    - Information on teaching methods and educational technologies used
    - Information about homework policies and expectations
    - Extracurricular activities offered by the school (clubs, sports, arts)
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**2.4. Admission Information** This includes details about how students are admitted to the school.

- **Admissions Policy**
    - Admissions criteria and process
    - Application procedures for Year 7 and Sixth Form
    - Admissions appeals process
  - **School Prospectus**
    - General overview of school life, ethos, facilities, and student support services
    - Information on uniform, student behaviour, and conduct expectations
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**2.5. Student Support and Welfare** This includes information on student well-being, pastoral care, and support services.

- **Pastoral Support**
    - Overview of pastoral care services
    - Mental health and well-being programs
    - Guidance on student behaviour and discipline
  - **Special Educational Needs (SEN)**
    - Information about SEN provision and support
    - SEN policy
    - Access arrangements for assessments
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**2.6. School Events and Achievements** This includes information on the school's activities, events, and achievements.

- **Annual Reports and Newsletters**
    - School reports and newsletters summarizing school activities, student achievements, and school developments
  - **School Calendar**
    - Dates for academic terms, holidays, and key school events
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**2.7. Health and Safety Information** This includes information about student safety and the school's policies for health and safety.

- **Health and Safety Policy**
    - School's approach to health, safety, and emergency procedures
    - First aid and medical support procedures
  - **Risk Assessments**
    - Information on risk assessments for school trips and activities
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**2.8. Staff and Employment Information** This includes details of staff-related policies and employment practices.

- **Staff Employment Policies**
    - Recruitment procedures
    - Staff code of conduct
    - Wellbeing policy
  - **Professional Development**
    - Information on staff training and professional development initiatives
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**2.9. Complaints and Grievance Procedures** This includes details about how complaints and grievances are handled.

- **Complaints Policy**
    - Procedures for making formal complaints
    - Contact information for raising concerns
    - Summary of complaint resolutions and outcomes
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**2.10. Data Protection and Privacy Information** This includes the school's practices related to data protection and privacy.

- **Data Protection Policy**
  - How the school handles personal data
  - Rights of individuals regarding their data
  - Data retention policies
- **Freedom of Information (FOI) Policy**
  - Procedures for requesting information under the FOI Act

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### 3. How Information is Made Available

- **Published on the School Website:** A significant amount of information will be made available online through the school's website.
- **Available Upon Request:** Some information can be made available upon request, and we will ensure that requests are handled promptly and efficiently. Please contact the school for further details [info@turton.uk.com](mailto:info@turton.uk.com).
- **Format:** Information may be available in printed, electronic, or alternative formats on request.

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### 4. Review and Update of the Publication Scheme

This scheme will be reviewed annually and updated where necessary to ensure it continues to meet the needs of the public and comply with relevant regulations.

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### 5. Contact Information

If you wish to request further information, or if you have any questions about the Publication Scheme, please contact:

**Turton School**

Address: Bromley Cross Road, Bolton. BL7 9LT

Phone: 01204 333233

Email: [info@turton.uk.com](mailto:info@turton.uk.com)

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