

# **Bangor Grammar 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

The Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) requires that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. Under the Act the Board of Governors of Bangor Grammar School have a duty to produce a publication scheme, setting out the classes of information the School publishes or intends to publish, the manner in which the information will be published and where the information is available free, or on payment.

The scheme covers information already published and information which is to be published in the future. All information detailed within this publication scheme is available in paper form.

Some information which the School holds 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**

The aims of the School are:

- (i)** To encourage the pursuit of academic excellence.
- (ii)** To ensure that each boy, whatever his ability, fulfils his potential.
- (iii)** To provide a system of close pastoral care in which the academic and wider welfare of each boy is carefully supervised and a valued liaison with parents is maintained.
- (iv)** To encourage the development of “the whole man” by the provision of a wide variety of cultural, sporting and adventure activities.
- (v)** To maintain a high standard of healthy discipline and to teach boys to set and maintain personal high standards of self-discipline in their daily lives.
- (vi)** To teach and promote sound moral and religious standards and to encourage a concern for the needs of the community.

This publication scheme is a means to showing how Bangor Grammar School is pursuing these aims.

### 3. Categories of Information Published

The publication scheme provides a guide to information which the School currently publishes or which will be published 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 made 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.
- 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:

**Email:** info@bgs.bangor.ni.sch.uk

**Tel:** 028 9147 3734

**Fax:** 028 9127 3245

**Contact Address:** Bangor Grammar School  
College Avenue  
Bangor  
Co Down  
BT20 5HJ

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST”

If the information you’re looking for isn’t available via the scheme you can still contact the school to ask for it.

### 5. Paying for Information

Information published on the School’s website is free, although you may incur costs from your Internet Service Provider. If you don’t have Internet access, you can access the School’s website using a local library or an Internet Cafe.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request requires a significant amount of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos the School will inform you of the cost before fulfilling your request.

## 6. Classes of Information Currently Published

**School Prospectus** - this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows:</p> <ul style="list-style-type: none"> <li>• The name, address and telephone number of the school, and type of school</li> <li>• The names of the Head Teacher and Chair of the Governors</li> <li>• Information on the school policy on admissions</li> <li>• A statement of the school's ethos and values</li> <li>• Information about the school's policy on providing for pupils with special educational needs</li> <li>• National Curriculum Assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE results in the school, locally and nationally</li> <li>• A summary of GCE A/AS level results in the school locally and nationally</li> <li>• the arrangements for visits to the school by prospective parents</li> <li>• The number of places for pupils of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places.</li> </ul>

**Governors' Annual Report** - this section sets out information published in the Governors' Annual Report.

Class	Description
Governors' Annual Report	<p>The statutory contents of the Governors' Annual Report to parents are as follows:</p> <ul style="list-style-type: none"> <li>• details of the Board of Governors and their category of membership, clearly identifying the chair, vice-chair and Secretary.</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>• a description of the school's arrangements for security of pupils, staff and the premises</li> <li>• information about the implementation of the Board of Governors' policy on pupils with Special Educational Needs (SEN) and any changes to the policy during the last year</li> <li>• Arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourable treated than other pupils. Article 8 of the 1996 Order refers</li> <li>• Description of the steps taken to implement special needs policies, in accordance with Article 9 of the Order.</li> <li>• a description of the arrangements for the admission of pupils with disabilities' details of steps to prevent disabled pupils being treated less favourable than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• National Curriculum Assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE results in the school, locally and nationally</li> </ul>

	<ul style="list-style-type: none"> <li>• GCE A/AS and vocational qualification results in the school, locally and nationally</li> <li>• the destinations of school leavers</li> </ul>
Scheme of Management	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of Governor if less than 4 years</li> <li>• The name of any body 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</li> <li>• The date the instrument takes effect</li> </ul>

**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>
Assessment Policy	A statement indicating the School's approach to assessment for learning, homework, school examinations and reporting.
Curriculum Policy	Statement on following the policy for the curriculum subjects currently used by the school.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
Anti-bullying	A statement setting out the School aims with a view to maintaining a safe, secure and happy environment for all pupils and staff.
Child Protection	The policy applied by the School to recognise and accept their responsibilities under the Children (NI) order 1995 about safeguarding children.
Drugs Education	A statement setting out the School's policy on Drug Education.
Learning Support, Special Educational Needs and Inclusion	The School's policy for learning support, special education needs and inclusion.
Promoting Positive Behaviour	A statement outlining the essential guidelines for the administration of discipline throughout the School.
Relationships and Sexuality	The School's policy for providing relationships and sexuality education.

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Education and Training Inspectorate (ETI) published reports referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as have a religious character.
Post-ETI inspection action plan	A plan setting out the actions required following the last ETI inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Admissions Policy	A statement of the School's policy on Admissions criteria for boys seeking entry to Bangor Grammar School
Charging and Remissions Policy	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
Code of Conduct for Parents (Sports Fixtures)	A statement setting out the conduct requested of parents and families attending Sports Fixtures
Complaints procedure	Statement of procedures for dealing with complaints
Educational Visits Policy	The policy applied to school activities where pupils are involved in day or residential visits.
Health and Safety Policy	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

Healthy Eating Policy	A statement setting out the School's objectives in ensuring that all aspects of food and nutrition in school promote the health and wellbeing of pupils, staff and visitors to the School.
ICT Policy	A statement setting out the aims and objectives of the School regarding ICT Policy.
Use of reasonable force / safe handling policy	A statement setting out the School's policy and procedures with respect to use of reasonable force and safe handling.
Curriculum Circulars and Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Head Teacher or governing body relating to the curriculum

## 7. Feedback and Complaints

The School welcomes 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 F Woods**  
Bangor Grammar School  
College Avenue  
Bangor  
BT20 5HJ

If you are not satisfied with the assistance that you get or if the School has 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: 01625 545 700  
E-Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)