



1. INTRODUCTION: WHAT IS A PUBLICATION POLICY AND WHY IT HAS BEEN DEVELOPED?

One of the aims of the Freedom of Information Act 2000 (hereafter referred to as FOIA) is that public authorities, including Lancaster School, should be clear and proactive about the information they will make public.

To do this we must produce a publication policy, 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 policy covers information already published and information which is to be published in the future. All information in our publication policy is available in paper form. Some information which we hold may not be made public, for example personal information.

2. SCHOOL MISSION STATEMENT

We provide an inclusive, safe, enjoyable and challenging education with support and guidance for all our students to enable them to develop skills for life.

Beliefs

At Lancaster School we believe that everyone should:

- Show care and concern for themselves, others and the environment
- Treat others with respect and dignity
- Be safe and healthy
- Enjoy learning and achieving
- Be a valued member of the community
- Accept and tolerate others for their individual differences
- Develop self-confidence and self-esteem
- and this publication policy is a means of showing how we are pursuing the mission statement.

3. CATEGORIES OF INFORMATION PUBLISHED

The categories of information (called classes) are divided into 4 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.

Students and Curriculum – information about policies that relate to students and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

For more detail, see Appendix 1.

4. HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the policy, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at www.lancaster-school-southend.co.uk

Email: office@lancaster.southend.sch.uk

Tel: 01702 342543

Fax: 01702 352630

Contact Address: Lancaster School
Prittlewell Chase
Westcliff-on-Sea
Essex SS0 0RT

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION POLICY REQUEST" (in CAPITALS please)

If the information you are looking for is not available via the policy and is not on our website, you can still contact the school to find out 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 for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

6. FEEDBACK AND COMPLAINTS

The Governing Body is responsible for the maintenance of this policy. We welcome any comments or suggestions you may have about the policy. If you want to make any comments about this publication policy or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher at Lancaster School.

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
Wilmslow
Cheshire
SK9 5AF
Or*

Enquiry/Information Line: 01625 545 700

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

Website : www.informationcommissioner.gov.uk

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, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> ▪ The name, address and telephone number of the school, and the type of school ▪ The names of the Headteacher and Chair of Governors ▪ Information on the school policy on admissions ▪ A statement of the school's ethos and values ▪ Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students ▪ Number of students on roll and rates of students' authorised and unauthorised absences ▪ The arrangements for visits to the school by prospective parents ▪ Accessibility Plan ▪ Contact details for complaints procedures
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
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the Local Governing Body and its statutory committees

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