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## **This is Dalriada School's Publication Scheme on information available under the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme.

### **1. 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 is either available for you on our website to download and print off or available in paper form. Some information which we hold 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 (a full statement of our aims is available on our website, [www.dalriadaschool.com](http://www.dalriadaschool.com))**

Dalriada School aims to promote academic excellence and all-round personal development in a stimulating, caring, happy environment which is sympathetic and responsive to individual needs, aspirations and talents.

### **3. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will 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.

**Governors' Documents** – information published in the Governors' Annual Report and in other governing body documents.

**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, letter or e-mail.

When making your request, you should include:

- your name
- a postal address and/or email address where you can be contacted
- a detailed description of the recorded information you want
- the format you want the information in

A response will be issued within 20 working days. Consideration will also be given to the provision of this information in an alternative format. Contact details are set out below, or you can visit our website at **www.dalriadaschool.com** **Tel: 028 2766 3066**

Contact Address: **Headmaster's Secretary, Dalriada School, St. James's Road, Ballymoney, Co. Antrim, N. Ireland. BT53 6BL**

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

#### **5. 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 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. The School Prospectus and Scheme of Management are available free of charge

## 6. Classes of Information Currently Published

- (a) **School Prospectus** – this section sets out information published in the school prospectus.

The statutory contents of the school prospectus are as follows, (other items maybe included in the prospectus at the school's discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the head teacher and chair of governors
- information on the school policy on admissions
- a statement of the school's ethos and values
- information about the school's policy on providing for pupils with special educational needs
- number of pupils on roll
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- a summary of GCSE results in the school
- a summary of GCE A/AS and BTec level results in the school
- the number of pupils 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 pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

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

- (b) **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.

The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):

- details of the governing body.
- a statement on progress in implementing the action plan drawn up following an inspection
- a financial statement, including gifts made to the school and amounts paid to governors for expenses
- a description of the school's arrangements for security of pupils staff and the premises
- number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages
- GCSE/BTec results in the school,
- GCE A/AS and vocational qualification results in the school

- the number of pupils studying for and percentage achieving other vocational qualifications
- the destinations of school leavers\*
- a statement of the extent to which proposals in the post- inspection action plan have been carried into effect

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#### Dalriada School Scheme of Management (Voluntary Grammar)

- The manner in which the governing body is constituted:
  - i. Elected or appointed by the school (8)
  - ii. Appointed by the Department of Education (3)
  - iii. Elected by Parents (2)
  - iv. Elected by Teachers (2)
  - v. Appointed by the North Eastern Education and Library Board (3)
  - vi. Headmaster (non-voting) (1)
- The term of office for i-v is 4 years
- Bodies entitled to appoint Governors:
  - Department of Education
  - North Eastern Education and Library Board
  - School Association
  - Parents (Annual Parents' Meeting)
  - Assistant Teachers

#### **Minutes\* of meeting of the Governing Body and its committees**

Agreed minutes of meetings of the governing body and its committees  
(From June 2004)

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

- (c) **Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

Acceptable Use of Digital Resource  
Administration of Medication in School  
Anti-Bullying Policy  
Behaviour Management Policy  
CEIAG Policy  
Child Protection Policy  
Data Protection Policy  
Relationships & Sexuality Education  
Special Education Needs Policy

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

Admissions Policy  
Charging and Remissions Policy  
Complaints procedure  
Critical Incident Management Policy  
Data Protection Policy  
Details of school session and dates of school terms and holidays  
Disciplinary Procedures for Teachers  
Disposal of School Records  
Fraud Policy  
Grievance Procedures for Teachers  
Health and Safety Policy  
Managing Attendance at Work  
Published reports referring expressly to the school  
Salary Policy  
School Calendar  
Staff Development Policy

## 7. Feedback and Complaints

We welcome 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 this should be addressed to *The Headmaster*. If you wish to make a complaint, then please follow our Complaints Procedure which can be accessed on [www.dalriadaschool.com](http://www.dalriadaschool.com).

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:

The Information Commissioner's Office – Northern Ireland,  
3rd Floor, 14 Cromac Place, Belfast BT7 2JB Or

**Enquiry/Information Line: 028 90278757 / 0303 123 1114**

**E Mail: [ni@ico.org.uk](mailto:ni@ico.org.uk)**

**Website : <https://ico.org.uk/>**