**Appendix 1**

**Publication Scheme for Murray Park School**

**School Prospectus**

The statutory contents of the school prospectus are as follows:

**Category Description Website On**

**Application**

**School**

**Prospectus**

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 

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 pupils 

Information about the school's policy on providing for pupils with special educational needs 

Number of pupils on roll and rates of pupils’ 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 locally and nationally N/A N/A

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

**Information Relating to the Governing Body**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Description** | **Website** | **On**  **Application** |
| **Governing**  **Body** | The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school |  |  |
| **Instrument**  **of**  **Government** | 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 anybody entitled to appoint any category of governor |  |  |
| Details of any trust |  |  |
| If the school has a religious character, a description of the ethos |  |  |
| The date the instrument takes effect |  |  |
| **Minutes\* of meeting of the governing body and its committees** | Agreed minutes of meetings of the governing body and its committees in relation to meetings held from March 2004 onwards. |  |  |

**Pupils & Curriculum Policies**

This section gives access to information about policies that relate to pupils and the school curriculum.

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| **Category** | **Description** | **Website** | **On**  **Application** |
| **Home – school Partnership** | Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils, for example, homework arrangements |  |  |
| **Curriculum Policy** | Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school |  |  |
| **Relationship & Sex Policy** | Statement of policy with regard to sex and relationship education |  |  |
| **Special Education Needs**  **Policy** | Information about the school's policy on providing for pupils with special educational needs |  |  |
| **Accessibility & Disability**  **Equality Policy** | Plan for increasing participation of disabled pupils in the school’s curriculum, improving the  accessibility of the physical environment and improving delivery of information to disabled pupils |  |  |
| **Equality Policy** | Statement of policy for promoting equality as per Section 75 of the 1998 NI Act |  |  |
| **Careers, Education, Information, Advice & Guidance Policy** | Statement of the programmes of careers education provided for Key Stage 4 |  |  |
| **Child Protection Policy** | Statement of policy for safeguarding and promoting welfare of pupils at the school *(from March*  *2004)* |  |  |
| **Pupil Reward & Behaviour Policy** | Statement of general principles on behaviour and discipline |  |  |

**School Policies and other information related to the school**

This section gives access to information about policies that relate to the school in general.

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| --- | --- | --- | --- |
| **Category** | **Description** | **Website** | **On**  **Application** |
| **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 |  |  |
| **School session times and term dates** | Details of school session and dates of school terms and holidays |  |  |
| **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 procedures for dealing with complaints |  |  |
| **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 |  |  |
| **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 |  |  |

Requests for any other information held by the school may incur a charge.