Publication Scheme

The title and full address for sending requests for any documents are as follows:

Ysgol Gyfun Gŵyr
Talbot Street,
Gowerton,
Swansea
SA4 3DB

The person responsible for maintaining this scheme is Mr Ben Roberts-School Business Manager

1. Introduction: what is a publication scheme and why has it been developed?

One of the aims of the Freedom of Information Act 2000 (referred to as the FIA throughout this document) is that public authorities, including all maintained schools, should be clear and proactive with regard to the information that they make public.

In order to fulfil this aim, we must produce a publication scheme, stating:

- *The classes of information which we publish or intend to publish;*
- *The format in which the information will be made available; and*
- *Whether the information is available free of charge or for a fee.*

The scheme includes information already published and information that will be published in future. All the information in our publication scheme is either available to you on our website or on paper.

We will hold some information that will not be published, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Categories of information published

The 'publication scheme' is a guide to information that we currently publish (or have recently published) or will be publishing in future - it is divided into categories of information called 'classes'. These appear in section 5 of this scheme. The classes of information available are divided into four wide subject areas:

- ***School Prospectus* - information published in the school prospectus.**
- ***Governor Documents* - information published in the Governors' Annual Report and in other governing body documents.**
- ***Pupils and Curriculum* - information about policies related to pupils and the school curriculum.**
- ***School Policies* - information about policies related to the school in general.**

3. How to request information
You can ask for a copy of the information that you require through the contact details listed below.

If the information that you require is not available through the scheme, you can still ask us if we've got it. You can contact the school over the phone, by fax, e-mail or letter.

E-mail: ysgol.gyfun.gwyr@swansea-edunet.gov.uk
Tel: **01792 872403**
Contact Address: **Ysgol Gyfun Gŵyr,Talbot Street, Gowerton, Swansea, SA4 3DB**

To help us process your request promptly, please mark any correspondence with the words **"PUBLICATION SCHEME REQUEST"** (in **BOLD CAPITALS**).

4. Paying for information

Individual copies of the information included in this publication scheme are provided free of charge unless otherwise specified. If your request involves a substantial amount of photocopying or printing or substantial postage costs, or if your request is for an item for which a fee is charged such as printed publications or videos, we will inform you before fulfilling your request. Where there is a charge for a specific item, this is stipulated in the boxes in Section 5 with a £ sign following the description of the item.

5. Classes of Information Currently Published

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

Class	Description
School Prospectus	The statutory content of the school prospectus is as follows (other items may be included at the school's discretion): • Name, address and telephone numbers of the school, and the type of school • Name of the headteacher and chair of governors • Information about admissions • Statement of school ethos and values • Details of any affiliation to a religion or specific denomination, the religious education provided, parents' rights to withdraw their children from religious education and collective worship, and the alternative provision for those pupils • Information about the school's policy on providing for pupils with additional learning needs • Number of pupils on the roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for relevant Key Stages, with national summary figures • Use of the Welsh language • KS4 results for the school, locally and nationally • Summary of KS5 results for the school and nationally • Number of pupils studying other vocational qualifications and percentage achievement • Paths followed by pupils who have left the school

Governors' Annual Report to Parents and other information that relates to the governing body – this section sets out the information published in the Governors' Annual Report and in other Governing Body documents.

Class	Description
School Prospectus	The statutory content of the governors' annual report to parents is as follows (other items may be included at the school's discretion): • Details of membership of the governing body, including the name and address of the Chair and Clerk • Statement on progress in implementing the action plan produced following an inspection • Financial statement, including gifts made to the school and amounts paid to governors for expenses • Information about school security • Information about the implementation of the governing body's policy on pupils with additional learning needs (ALN) and any changes to the policy during the last year. • A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; and details of existing facilities to assist access to the school for pupils with disabilities • The accessibility plan covering future policies for increasing access for those with disabilities to the school. • How the professional development of teachers impacts on teaching and learning. • Number of pupils on the roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for relevant Key Stages, with national summary figures • The school's targets for public examinations in Key Stage 4 • KS4 results for the school, locally and nationally • KS5 results for the school and nationally • Number of pupils studying other vocational qualifications and percentage achievement • Paths followed by pupils who have left the school
Instrument of Government	• The name of the school • The category of the school • The name of the governing body • The way the governing body is constituted • The name of any person entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos of the school • The date the instrument takes effect
Minutes of Governing Body Meetings and its committees	Minutes of the meetings of the board of governors and its committees

Pupil and Curriculum Policies - this section provides access to information about policies that relate to pupils and the school curriculum

Class	Description
Home-school Agreement	This is a written statement of the school's aims and values, the school's responsibilities, parental responsibilities and the school's expectations of its pupils for example Homework arrangements.
Curriculum Policy	This is a statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
Relationships and Sexuality Policy	This is a written statement of policy
Collective Worship	This is a statement of arrangements for the required daily act of collective worship.
Pupil Discipline	This is a written statement of general principles on behaviour and discipline, including any anti-bullying or physical restraint policies as appropriate.
Careers Education	This is a statement on the careers education programmes provided for Key Stage 4.

School Policies - This section provides access to information about policies that relate to the school in general:

Class	Description
Reports Reports of School Inspections	Report of an inspection of the school.
Post Inspection Action Plan	A plan setting out the actions required following an Estyn inspection.
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 of which charges are permitted, for example music tuition, trips.
School Session Times	Details of school session and dates of school terms and holidays.
Additional Learning Needs	Information about the school's policy on providing for pupils with additional learning needs.
Accessibility Plans	Written plan of improvements to access for pupils with disabilities.
Health and Safety Policy	Written 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.
Child Protection Policy	Statement of general principles on Child Protection arrangements.
Complaints Procedure	Statement of procedures for dealing with complaints.
Staff Appraisal	Statement of procedures adopted by the governing body relating to staff appraisal. .
Staff Conduct, Discipline and Grievance Statement	Statement of the procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

6. 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 or need to make a complaint then initially this should be addressed to ***Mr Ben Roberts, Business Manager, Ysgol Gyfun Gŵyr, Talbot Street, Gowerton, Swansea SA4 3DB.***

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.

(Reviewed 2026)