

This is *Plymouth Tuition Service: Young Parents' Centre* Publication Scheme on information available under the Freedom of Information Act 2000.

The Headteacher 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 available on our website or in paper form.

Some information which we hold may not be made public, for example, personal information.

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

2. Aims and Objectives

The aims and objectives of the Young Parents' Centre are built upon the desire to minimize any disruption to a student's education, which could be a consequence of pregnancy and parenthood at a young age.

We aim:

- To help students realize their potential within a secure, caring environment.
- To seek to identify students' educational needs, and to set realistic targets within individual learning plans appropriate to their ability and aspirations
- To offer positive links with the student's school, in order to lessen any possible feelings of estrangement and isolation.
- To take note of information provided by schools about students, and to encourage a working partnership with schools in order to enhance opportunities available to young women, including those pregnant or parenting students who remain in mainstream.
- To build the young mothers' self esteem and give them a positive educational experience with which to end their compulsory education.
- To provide life skills and career guidance so as to facilitate informed choice and a smooth transition into further education, training, employment or full time parenting.
- To provide information to outside agencies and schools about our practice, and be accessible to health educators in order to support their work in the community.

- To recognise the particular needs of the students in relation to pregnancy and parenthood, and to endeavour to meet these needs with the support of relevant outside agencies.
- To encourage in all members of the Centre's community the desire for a harmonious and tolerant learning environment.
- To help students develop understanding of, and respect for, other people and themselves.
- To provide quality childcare within a stimulating, secure environment in which babies and toddlers can thrive.

The publication scheme is a means of showing how we are pursuing these aims.

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:

Student Information – Booklet for Prospective Students
 Pupils & Curriculum – information about policies that relate to pupils and the Centre's curriculum
 Policies and other information related to the Centre – general information about policies and procedures.

4. How to request information.

If you require a paper version of any of the documents within the scheme, please contact the Centre by telephone, email, fax, or letter. Contact details are set out below or you can visit our website at www.plymouthyoungparentscentre.org.uk

Email: youngparentscentre@plymouth.gov.uk
 Telephone: 01752 237696
 Fax: 01752 237695
 Contact: Young Parents' Centre
 Address: Lancaster Gardens
 Whitleigh Plymouth PL5 4AA

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

If the information you're looking for isn't available via the scheme, and isn't available on our website, you can still contact the school to ask 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 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. Where there is a charge, this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

Student Information is available in the **Information Booklet for Prospective Students**.

This booklet contains the following:

- Aims of the Centre
- Attendance Policy
- Transportation Information
- Timetable for Current School Year
- Information on Lessons
- Support Staff & Visitors
- Childcare Information
- Students' Experiences
- Complaints Procedure

Pupils & Curriculum Information is available within the Centre's **Policies & Procedures Manual**.

This manual contains the following:

- Home – School Agreement
- Admissions & Exit Criteria
- Assessment, Recording and Reporting, and Marking
- Attendance and Lateness
- Behaviour & Behaviour Management
- Bullying
- Code of Conduct
- Complaints Procedure
- Curriculum Statement
- Disability Access Plan
- Equal Opportunities
- Homework
- ICT
- Illegal Substances
- Inclusion Policy
- Personal, Social, Health Education Policy
- Race Equality Policy
- Sex and Relationships Education
- Smoking Policy
- Special Educational Needs Policy

Policies and general information related to the Centre available:

- School Improvement Plan
- Published reports of OFSTED referring expressly to the school
- Post-OFSTED inspection action plan
- School session times and term dates
- Absence of the Headteacher
- Absence of Staff
- Aims and Objectives
- Child Protection
- Expectations of All Staff
- Responsibilities of Teaching Staff
- Financial Procedures
- First Aid & Administration of Medicines
- Health & Safety Policy
- Off-Site Visits Policy

- Staff Development, Review, and Appraisal
- Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher relating to the curriculum.

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 or wish to make a complaint then initially this should be addressed to:

**The Headteacher
PTS: Young Parents' Centre
Lancaster Gardens
Whiteleigh
Plymouth PL5 4AA**

If you are not satisfied with the assistance that you get or if we have been unable to resolve your complaint and you feel 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**