



# **Methodist College Belfast**

## **Publication Scheme**

**March 2021**

## 1. Introduction

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

The College endeavours to make as much information as possible available online. If any information is not available online the scheme will explain how it can be obtained. This scheme will continue to be developed to increase the amount of information which can be accessed through it.

The College does not charge for information which is accessed on its website. The College may pass on costs for reproducing information or providing it in alternative formats. Details of these costs are listed in the Schedule of Charges see Section 3.

This Publication Scheme conforms to the model scheme approved by the Information Commissioner.

## 2. How to request information

If you require a paper version of any of the documents within the Scheme please contact the College by telephone, email or letter. Contact details are set out below, or you can visit the College's website at [www.methody.org](http://www.methody.org).

Email: [communications@methody.org](mailto:communications@methody.org)

Telephone: 028 90 205 205

Address: 1 Malone Road, Belfast, BT9 6BY

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST".

## 3. Classes of Information currently published.

Information published	How the information can be obtained	Cost
<b>Who we are and what we do (organisational information, structures, locations and contacts)</b>		
Scheme of Management	Hard copy – request via School Business Manager	Free
School prospectus	<a href="https://www.methody.org/apply">https://www.methody.org/apply</a>	Free
Curriculum	<a href="https://www.methody.org/apply">https://www.methody.org/apply</a>	Free
Annual Report	<a href="https://www.methody.org/about/school-publications">https://www.methody.org/about/school-publications</a>	Free

Governing Body	<a href="https://www.methody.org/about/board-of-governors">https://www.methody.org/about/board-of-governors</a>	Free
School session times and term dates	<a href="https://www.methody.org/pre-school-preparatory/junior-school/daily-timetable">https://www.methody.org/pre-school-preparatory/junior-school/daily-timetable</a>	Free
Location and contact information	<a href="https://www.methody.org">https://www.methody.org</a>	Free
<b>What we spend and how we spend it</b>		
Annual financial report and treasurers report	<a href="https://www.methody.org/about/school-publications">https://www.methody.org/about/school-publications</a>	Free
<b>What our priorities are and how we are doing</b>		
Performance data	<a href="https://www.methody.org/about/school-publications">https://www.methody.org/about/school-publications</a>	
Summary of latest Education and Training Inspectorate report and the full report	Hard copy – request via School Business Manager	Free
Safeguarding and child protection policies	<a href="https://www.methody.org/beyond-the-classroom/educational-services-clone">https://www.methody.org/beyond-the-classroom/educational-services-clone</a>	Free
<b>How we make decisions</b>		
Admissions policy	<a href="https://www.methody.org/apply/apply">https://www.methody.org/apply/apply</a>	Free
<b>Our policies and procedures</b>		
School policies and procedures	<a href="https://www.methody.org/beyond-the-classroom/educational-services-clone">https://www.methody.org/beyond-the-classroom/educational-services-clone</a>	Free
Data protection policies	<a href="https://www.methody.org/beyond-the-classroom/educational-services-clone">https://www.methody.org/beyond-the-classroom/educational-services-clone</a>	Free
Charging and remissions policy	<a href="https://www.methody.org/beyond-the-classroom/educational-services-clone">https://www.methody.org/beyond-the-classroom/educational-services-clone</a>	Free

#### 4. Feedback and complaints

We welcome any comments or suggestions you have about the scheme. If you want to make any comments about this publication scheme or if you require any further assistance please address this to the School Business Manager, Methodist College, 1 Malone Road, Belfast BT 9 6BY.

If you are not satisfied with the response that you get 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 deals with formal complaints. They can be contacted at Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or via email at [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).