

Policy:	Freedom of Information Policy (statutory)	
This policy was adopted or reviewed on:	September 2016	
Review Date:	September 2019	

Signed _____ (Chair of Governors)

The Governing Body is responsible for maintenance of the school Publication 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 and academies, 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 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. 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 (this information is included on the school website)

Governors' Documents - information published in governing body documents.

Pupils & Curriculum - information about policies that relate to pupils and the school's curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: office@oxley-shepshed.leics.sch.uk
Telephone/Fax: 01509 502483
Contact Address: Oxley Primary School, Thorpe Road, Shepshed, Leicestershire. LE12 9LU

To help us to process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST" (in CAPITALS please)**. If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it. We will respond to your request within 20 working days, unless a request is made before a holiday period.

4. **Paying for information**

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 publication or videos we will let you know the cost before fulfilling your request.

5. **Classes of Information Currently Published**

School Website (statutory publications):

- The school's name, the name of the Headteacher, school postal address, telephone number and email address.
- Information about the school's values and ethos.
- School admission arrangements.
- Link to the most recent Ofsted report.
- Information about the school's curriculum, including Early Years and Foundation Stage.
- Behaviour Policy
- Pupil Premium - information about the previous year's expenditure and impact; planned expenditure for the next year.
- PE and Sports Premium - information about the previous year's expenditure and impact; planned expenditure for the next year.
- The school's policy for pupils with Special Educational Needs and Disabilities.
- Charging and Remissions policy.

Governors' Documents - this section sets out information published in governing body documents.

- Details of the governing body and their category of membership, clearly identifying the chair, vice-chair and clerk.
- Arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils (Article 8 of the 96 order refers)
- 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; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
- A number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures

Instrument of Governance - The constitution of our school and arrangements for governance are set out in our Instrument of Governance.

- The name of the school.
- The category of the school.
- The name of the governing body.
- The manner in which the members/governing body is constituted.
- The term of office of each category of governor if less than 4 years.
- The name of any body entitled to appoint any category of governor.
- 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.

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

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.

Sex and Relationships Education 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 education needs and disabilities.

Accessibility Plan

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.

Child Protection and Safeguarding Policy

Policy for safeguarding and promoting welfare of pupils at the school.

Behaviour Policy: general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying.

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

1. Published report of the last inspection of the school and the summary of the report.
2. Post-inspection action plan - A plan setting out the actions required following the last inspection. This is normally included as part of the school development plan.
3. 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.
4. School session times and term dates.
5. Health and Safety Policy and risk assessment.
6. 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.
7. Complaints procedure - Statement of procedures for dealing with complaints.
8. Performance Management (Appraisal) of Staff - Statement of procedures adopted by the governing body relating to the performance management of staff.
9. 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.

10. 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.

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 Chair of Governors
Mr Scott Heath
c/o Oxley Primary School, Thorpe Road, Shepshed, LE12 9LU.

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:
Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

or

Enquiry/Information Line: 0303 1231 113 or 01625 545745
Email: casework@ico.org.uk
Website: www.informationcommissioner.gov.uk