

Freedom of Information Policy

Oakley CE Junior School



Approved by:

Date:

Last reviewed on:

Next review due
by:

This is Oakley Church of England Junior School Publication Scheme on information available under the Freedom of Information Act 2000

The governing body 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 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. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work, and this publication scheme is a means of showing how we are pursuing these aims.
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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:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in the Governors Annual Report and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

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

4. 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 or you can visit our website at www.oakleyjuniorschool.co.uk

Email: adminoffice@oakley-jun.hants.sch.uk

Tel: **01256 780433**

Fax: **01256782156**

Contact Address: **Oakley Lane, Oakley, Basingstoke, RG23 7JZ**

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 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

Class	Description
<p>School Prospectus / Website – this section sets out information published in the school prospectus and or website.</p>	<p>The main contents of the school prospectus are as follows</p> <ul style="list-style-type: none"> • Name, address and telephone number of the school and the type of school • The names of the headteacher and chair of governors • Information on the school policy on admissions • A statement of ethos and values • Details of any affiliations with a particular religion, 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 • National Curriculum assessment results for appropriate Key Stages with national summary figures • The arrangements for visit to the school by prospective parents
<p>Information relating to the Governing Body – Instrument of Government</p>	<ul style="list-style-type: none"> • Name of the school • The category of the school • The manner in which the governing body is constituted • The term of office of each category of governor • The religious character of the school • The date the instrument takes effect
<p>Minutes of meeting of the governing body and its committees*</p>	<ul style="list-style-type: none"> • Agreed minutes of meetings of the governing body and its committees (current and last full academic school year) <p><i>*Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</i></p>
<p>Pupils and Curriculum Policies</p>	

Home School Agreement	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
Sex 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 educational needs
Accessibility Plans	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.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
School Policies and other information related to the school	
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
Charging and remissions Policy	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	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
Staff Conduct	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

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**.

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: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk