

Freedom of Information Policy & 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, 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 that is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information that 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. The Governing Body is responsible for maintenance of this scheme.

2. Aims and Objectives

Oxton St Saviour's CE (Aided) Primary 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.

This 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:

- **School Prospectus** – information published in the school prospectus.
- **Governors' Documents** - information published in governor non-confidential minutes and in other governing body documents.
- **Pupils & Curriculum** – information about policies and lessons 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

Many of the documents are available on our school website. You will find our website at <http://www.oxtonstsaviours.wirral.sch.uk>

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:

Contact Name: Mrs S. Ainsworth (School Office Manager)

Contact Address: **Oxton St Saviour's Primary School, Holm Lane, Oxton, Wirral, Merseyside CH432HT**

Tel: **01516524909**

Fax: **01516524909**

Email: schooloffice@oxtonstsaviours.wirral.sch.uk

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 on our school website, you can still contact the school to ask whether we have it.

We will endeavour to provide you with all requested information within 15 working school days.

5. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Single copies of much of the information covered by this publication are provided free (However, for ease of administration, please provide us with a stamped self addressed envelope). 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 (including that of administration) before fulfilling your request.

6. Classes of Information Currently Published

6.1 Who we are and what we do

Organisational information, structures, locations and contacts

- **Governing Body**

The names, and contact details of the governors are available and the basis on which they have been appointed

- **Instrument of Government**

The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body.

- **School prospectus**

The contents of the school prospectus are as follows:

- information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.
- **School session times and term dates**
Details of school session times and dates of school terms and holidays.
- **Location and contact information**
The address, telephone number and website for the school together with the names of key personnel.
- Teacher Assessments and SAT results
- Curriculum Information
- Communication with parents

6.2 What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay.

- **Staffing and grading structure**
- **Governors' allowances**

Details of allowances and expenses that can be claimed or incurred.

6.3 What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

- Strategic School Development Plan
- Government-supplied performance data
- Summary of latest Ofsted report

- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community.

- **Performance management information**

Performance management policy and procedures adopted by the governing body.

- **School's future plans**

Any major proposals for the future of the school involving, for example, consultation or a change in school status.

- **Child Protection/Safeguarding**

The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

6.4 How we make decisions

Decision-making processes and records of decisions, available for the current and previous three years.

- **Admissions policy / decisions**

The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions are not published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) can be provided.

- **Minutes of meetings of the Governing body and its sub-committees**

Minutes, agendas and papers considered at such meetings are available, on request, with the exception of information that is properly considered to be private to the meeting.

6.5 Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

- **School policies**

This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.

- **Pupil and Curriculum policies**

This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, and pupil discipline.

- **Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- **Equality and diversity**

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

- **Policies and procedures for the recruitment of staff**

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

- **Charging regimes and policies**

Details of any statutory charging regimes can be provided. They clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

6.6 Lists and registers

- **Curriculum circulars and statutory instruments**

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

- **Disclosure logs**

The school disclosure log is readily available to all who request it.

- **Asset register**

Information from the capital asset registers is available.

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