

# Freedom of Information Publication Scheme

Reviewed by:	SBM	Date: Spring 2023
Authorised by:	H&S	Date: Spring 2023
Date for next review: (or early should legislation require it)	Spring 2024	<i>David Howells</i> <small>David Howells (Feb 3, 2023 10:40 GMT)</small>

*“For I know the plans I have for you”, declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” Jeremiah 29, v11*

# Nurture ~ Believe ~ Discover ~ Achieve

## OUR CHRISTIAN VISION

Our vision for Woodstock CE Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. Guided by our Christian values, it is driven by our desire to offer the best possible education for our pupils in partnership with parents, the Church and the local community.

**Woodstock CE Primary School will be a centre for learning where adults and children:**

- ✓ **Nurture** and prioritise wellbeing and development.
- ✓ **Believe** in themselves and in each other.
- ✓ **Discover** their own strengths and become successful lifelong learners.
- ✓ **Achieve** more than they ever thought possible.

## OUR CHRISTIAN ETHOS

Recognising our historic foundation, we will preserve and develop our religious character in accordance with the principles of the Church of England and in partnership with the Churches at parish and diocesan level.

Woodstock CE Primary School strives to be an inclusive community where children grow, learn and achieve together. Within a nurturing, supportive and safe environment, mental health and wellbeing is at the heart of everything we do and recognised as the responsibility of all. Children's natural curiosity is fostered through a creative curriculum that excites and challenges, and enables them to be successful learners. Supported by a culture of equality and aspiration we aim to remove disadvantage so that every child can thrive.

We are committed to providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith, and promote Christian values through the experience we offer to all our pupils.

*“For I know the plans I have for you”, declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” Jeremiah 29, v11*

The Governing Body is responsible for maintenance of this scheme.

### 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.
- 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 either available for you on our website to download and print off or 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.

### 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.

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

### 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.
- *School Profile and other information relating to the governing body* – information published in the School Profile 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.

### 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 or letter. Contact details are set out below or you can visit our website at

[www.woodstock.oxon.sch.uk](http://www.woodstock.oxon.sch.uk)

Email: **sbm@woodstock.oxon.sch.uk**

Tel: **01993 812209**

Contact Address: **Shipton Road, Woodstock, Oxfordshire, OX20 1LL**

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

All requests for information will be responded to within 20 working days (excluding school holidays).

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

### 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 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.

## Classes of information currently published on the school website:

[www.woodstock.oxon.sch.uk](http://www.woodstock.oxon.sch.uk)

### CLASS 1: Who are we and what do we do

Class	Description
<b>School Profile</b>	<p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> <li>○ Who's who in school – staff and governors</li> <li>○ Contact details for school and key personnel</li> <li>○ Session times and term dates</li> <li>○ Current performance data</li> <li>○ Ofsted Reports</li> <li>○ School's intentions for the future, etc.</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• Statement relating to the school's Christian ethos.</li> <li>• The date the instrument takes effect</li> <li>• Attendance at meetings</li> <li>• Register of Pecuniary Interests</li> </ul>
<b>Minutes<sup>1</sup> of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the Governing Body and its Committees [<i>current and last full academic school year</i>]</p>

### CLASS 2: What we spend and how we spend it

Class	Description
<b>Workforce &amp; Finance</b>	Details via DfE link on School Performance and Reports page
<b>Pay Policy<sup>1</sup></b>	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

<b>Staffing Structure Implementation Plan<sup>1</sup></b>	The school's plan for the implementation of any changes to its staffing structure following statutory review.
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**CLASS 3: Our policies and procedures**

<b>Class</b>	<b>Description</b>
<b>Home-school agreement</b>	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
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>Extra-curricular Provision</b>	Booklet detailing termly after-school clubs offered.
<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education
<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs.
<b>Accessibility Plans</b>	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.
<b>Admissions Policy</b>	Statement of the school's policy on admissions
<b>Single Equality Policy</b>	Statement of policy for promoting gender, race and disability equality
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship
<b>Safeguarding Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school.
<b>Pupil Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
<b>Data Protection Policy</b>	How data is managed and protected.
<b>Privacy Notice</b>	Statement about how we will use children's personal data.
<b>Charging &amp; Remissions Policies</b>	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

**CLASS 4: What further information is available**

<b>Class</b>	<b>Description</b>
<b>Weekly newsletter</b>	Up-to-date information on events, achievements etc
<b>Published reports of Ofsted referring expressly to the school</b>	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
<b>Ofsted inspection Self-Evaluation Form<sup>2</sup></b>	A statement of the governing body's evaluation of the school's performance.
<b>Health and Safety Policy and risk assessment</b>	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
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints
<b>Performance Management of Staff<sup>1</sup></b>	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
<b>Staff Conduct, Discipline and Grievance<sup>2</sup></b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
<b>Other Documents</b>	The school's website is under constant review and may hold other policies, procedures and documentation.

<sup>2</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this



## 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 Business Manager, Woodstock CE primary School, Shipton Road, Woodstock, Oxfordshire OX20 1LL.

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 123 1113**

**E Mail:** [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Website :** <https://ico.org.uk>







# Freedom of Information Publication Scheme 2023

Final Audit Report

2023-02-03

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