



FREEDOM OF INFORMATION

Policy created:

Policy first adopted:

Signed chair of *Governors*:

Re-adopted & signed:



PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

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.

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

Oak Grove College 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.

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:

- *College Prospectus - information published in the school prospectus.*
- *Information relating to the governing body - governing body documents.*
- *Pupils & Curriculum - information about policies that relate to pupils and the College curriculum.*
- *College Policies and other information related to the College - information about policies that relate to the College in general.*

4. 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, fax or letter. Contact details are set out below

Email: office@oakgrove.w-sussex.sch.uk

Tel: 01903 708870

Fax: 01903 705439

Contact Address: Oak Grove College, The Boulevard, Worthing, West Sussex BN13 1JX

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 college to ask if we have it.

5. Paying for information

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

College Prospectus - *this section sets out information published in the college prospectus.*

Class	Description
College Prospectus	<p>The statutory contents of the college prospectus are as follows, (other items may be included in the prospectus at the college's discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the school • the type of school • the names of the Headteacher and the Chair of Governors • information about admissions • a statement of the college's ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship, and the alternative provision for those pupils • 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 college by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • the total number of registered pupils • rates of pupils' authorised and unauthorised absence • the school's National Curriculum assessment results for appropriate Key Stages • Public examination results • The destinations of school leavers

Information relating to the governing body - *this section sets out governing body documents.*

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the 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 • Details of any trust • If the school has a religious character, a description of the ethos

	<ul style="list-style-type: none"> The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees and federation governing body	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

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

Class	Description
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
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 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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key Stage 4.

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

Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour for Learning Policy	Statement of 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.*

Class	Description
Published reports of Ofsted referring expressly to the school	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
Ofsted inspection Self-Evaluation Form ¹	A statement of the governing body's evaluation of the school's performance.
Charging 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 and risk assessment	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
Performance Management of Staff	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
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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievance
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.

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Curriculum circulars and statutory instruments	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
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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 at the school.

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



Freedom of Information Publication Scheme

Annex A - Further documents held by the school

Name of Document	Description
Continuing Professional Development	Statement of procedures fro supporting all staff to build and keep their professional skills and knowledge up to date and to support career progression.
Equal Opportunities Policy	Statement of school policy for avoiding all aspects of discrimination
Internet and Network Use	Statement of procedures to control internet used for legitimate purposes and to protect students form exposure to inappropriate material
Level of Absence	Policy governing granting of time off from contracted duties
Curriculum Policy	Policy on planning for curriculum and IEP delivery
Assessment, Recording, Moderating and Reporting Policy	Document setting out the procedures for tracking and reporting on pupil progress, to ensure quality of provision and provide for individualised learning.
School Improvement Plan	Document setting out the planned developments during the academic year
Teaching and Learning Policy	Document setting out our expectations for teaching and support staff on methods and approaches to be used in the classroom