



ENSTONE PRIMARY SCHOOL

School 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. 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.

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 4 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- *School Prospectus/Website* – information published in the school prospectus and on the website
- *Governors' Documents* – information published in the governing body documents
- *Pupils and 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.

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 or email. Contact details are set out below and you can visit our website at www.enstone.oxon.sch.uk

Email: office.2103@enstone.oxon.sch.uk

Tel: 01608 677268

Contact Address: Enstone Primary School, Oxford Road, Enstone, Chipping Norton, Oxfordshire OX7 4LP

4. Classes of Information Currently Published

School Prospectus/Website – this section sets out information published in the school prospectus.

Class	Description
School Prospectus/ website	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the head teacher and governors• information on the school policy on admissions• a statement of the school's ethos and values• information about the school's policy on providing for pupils with special educational needs• number of pupils on roll• National Curriculum assessment results for appropriate Key Stages, with national summary figures• the arrangements for visits to the school by prospective parents

Information relating to the governing body– this section sets out information published in the Governor’s Annual Report and in other governing body documents.

Class	Description
Instrument of Government	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 anybody entitled to appoint any category of governor Details of any trust The date the instrument takes effect
Minutes (1) of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees

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

Pupils & Curriculum Policies – This section gives access to information about policies that relate to pupils and the school 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 (Teaching and Learning) 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

Class	Description
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 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 race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy and Anti-bullying 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 the summary of the report.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection.
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
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	Statement of procedures adopted by the governing body relating to

Class	Description
Staff	the performance management of staff
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
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

Where can I get advice?

You can contact our Data Protection Officer via the school office.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit ico.org.uk or email casework@ico.org.uk

Annex A – Further documents held by the school

Name of Document	Name of Document
Admission	Health and Safety
Allegations of abuse held against Staff	History
Anti-bullying	Homework
Art and Design	Computing
Assessment	English
Behaviour	Teaching and Learning
Child Protection/Safeguarding	Marking and Feedback
Collective Worship	Mathematics
Capability Procedure for Teaching Staff	Music

Name of Document	Name of Document
Assessment and target setting	Pay Policy
Complaints Procedure	Performance Management
Confidentiality	PE
Data Protection	Prevent
Disciplinary	PSHE
Attendance	Peer to peer abuse
Drugs	Missing Child
Design Technology	RE
Whistle blowing	Smoking at work
Equalities	School Prospectus

Name of Document	Name of Document
Educational Visits	Safer recruitment
E-safety	Sex Education
Administering Medication	School Critical Incident Emergency Plan
Accessibility/disability plan	Special Educational Needs/Difficulties
Freedom of Information	Science
Gifted and Talented (More Able)	Geography
Children Looked After	Monitoring
Personal Care	Governor allowances
Charging and remissions	First Aid
Reporting	Grievance