



OAKLANDS CATHOLIC SCHOOL

AND

SIXTH FORM COLLEGE

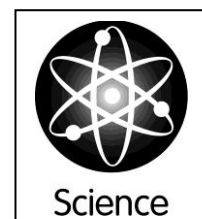
FREEDOM OF INFORMATION POLICY

APPROVED BY GOVERNORS	DECEMBER 2010
REVISION DUE	DECEMBER 2013
MEMBER OF STAFF RESPONSIBLE	HEAD TEACHER
STATUTORY / NON-STATUTORY	STATUTORY



Community

Unity



Opportunity

This is Oaklands Catholic School's Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme, and is the responsibility of the strategy group.

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. Aims and Objectives

The aims of the school emphasise the importance of each student as an individual and the need to focus on and promote the spiritual, moral, intellectual, physical, social, personal and cultural development of each person entrusted to our care. To this end, the teaching staff, who also have important roles as Form Tutors, endeavour to provide a warm and caring environment in which all children can grow in confidence and trust and achieve their true all round potential, 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:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in governing body documents, including the Governors strategy.

Students & Curriculum – information about policies that relate to students 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.oaklands.hants.sch.uk**

Email: **oaklandscatholic@oaklands.hants.sch.uk**

Tel: **02392 259214**

Fax: **02392 230317**

Contact Address: **Oaklands Catholic School, Stakes Hill Road, Waterlooville, Hampshire, PO7 7BW**

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 website, 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

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

Class	Description
School Prospectus	<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 chair of governors • information on the school policy on admissions • a statement of the school'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 • information about the school's policy on providing for pupils with special educational needs • a description of the policies related to disabled pupils, including facilities to improve access • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the school, locally and nationally • a summary of GCE A/AS level results in the school and nationally • the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places • School session times and term dates

Governors' Annual Report and other information relating to the governing body– this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
Instrument of Government and Standing Orders	<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 • The date the instrument takes effect
Minutes¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

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 Issues	Information on the policy for curriculum subjects and religious education and schemes of work and syllabuses currently used by the school also Governors’ report to parents
Admissions Policy	Information on the school’s admissions criteria and appeals procedures
Education in Personal Relationships 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.
Single Equality Policy	Statement of policy for promoting equality across all areas of school activity and the integration of cultural issues into life and curriculum of the school
Collective Worship	Statement of arrangements for the required daily act of collective worship and the Liturgical life of the school
Careers Education Policy	Statement of the programmes of careers education provided in Year 9 and at KS4
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Looked After Children	
Behaviour	Statement of Governors’ principles on behaviour and discipline. Oaklands Code of Conduct including Rewards and Sanctions
Anti Bullying Policy	Statement of Governors’ principles including 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 and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
School session times and term dates	Details of school session and dates of school terms and holidays
Freedom of Information	Details of information available and where to find it, along with procedures for obtaining copies
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
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
Staffing Policy	Statement of Governors' policy relating to staffing
Pay policy	Statement indicating how staff will be remunerated and the mechanism for salary review.
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff both teaching and support 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
Allegations of abuse against staff	
Career and professional development of staff	Policy of professional development of NQT and staff professional development policy
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
Complaints Policy	Statement of procedures for dealing with complaints
Community Cohesion	

[Information available on our website]**

[Our website is at (www.oaklands.hants.sch.uk)]

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 Mr Matthew Quinn, 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

OAKLANDS CATHOLIC SCHOOL
Freedom of Information Publication Scheme
Annex A – Further documents held by the school

Name of Document	Description
School Strategy	Detail of long term developments
School Development Plan	Detail of short and medium term developments
Annual Budget plan	Details of the school budget for the financial year
Additional funding	Income from other sources e.g donations
Asset Register	Details of the Assets held by the school
Attendance register	Lists of students attending school
Attendance Policy	No longer used?
Able Child Policy	
Bad Debt Policy	Information on policy relates to recovery of Bad debts
Best Value Statement	Statement of how the school will endeavour to achieve best value on all purchasing procedures
Capability Support Staff Policy	
Capability Teaching Staff Policy	
Cover Policy	Policy and procedures relating to cover and cover assistants
Critical Incident Plan	Information of plan of action in event of major emergency
Discretionary Absence	Policy on staff absence other than sickness
Drugs Education Policy	
Exclusions Policy	
Exams and controlled assessment	
Fairtrade Policy	
Finance Policy	
First Aid & the Administration of Medicines Policies	Information on school policy for the provision of First Aid and the procedures for administration of medicines both prescribed and non prescribed
Food Policy	
Graduate Teacher Programme	
Governor Visits	
Homework	
Induction Policy	
Initial Teacher Training	
Lettings	School policy for the letting of school facilities to hirers from inside and outside the school community and the terms and conditions of hire
Managing sickness Absence	
Physical Activity	
Restrictive Physical Intervention	

Offsite/Educational visits	
Uniform Policy	
Whistle Blowing	Policy for the procedure of reporting issues in confidence and without prejudice