



## Freedom of Information and Publication Scheme

*The governing body is responsible for maintenance of this scheme.*

### 1. Introduction

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 school aims to:

1. Develop students' physical, intellectual, creative, emotional and social skills
2. Meet students' individual Special Educational Needs and Disabilities
3. Build students' confidence and encourage their independence
4. Establish good home/school relationships
5. Provide a creative and stimulating learning environment
6. Build on existing skills and experiences, ensuring progression and continuity in students' learning

7. Offer a broad and balanced curriculum through a variety of teaching approaches
8. Meet the needs of individual students
9. Provide access to staff who will stimulate, challenge, extend and motivate them creatively and with sensitivity
10. Encourage positive attitudes towards learning
11. Develop communication and interpersonal skills
12. Experience success, achievement and a sense of self worth

### **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'.

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 on the School website and in governance documents
- Students and Curriculum – information about policies that relate to pupils and the school curriculum
- General information, including policies.

### **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, or letter, or visit our website at <http://www.northfieldschool.co.uk/>. Contact details are set out below.

Northfield School, Knights Road, Blackbird Leys, Oxford OX4 6DQ: 01865 771703:  
[office@northfieldschool.co.uk](mailto:office@northfieldschool.co.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 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. 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.

## 6. Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>	<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"> <li>• information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• 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 school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> </ul>

The School Profile and other information relating to the governing body– **this section sets out information published in the School Profile and in other governing body documents.**

Class	Description
<b>School Profile</b>	<p>The contents of the school profile is as follows:</p> <ul style="list-style-type: none"> <li>• list information included in the school profile e.g. <ul style="list-style-type: none"> <li>○ performance data</li> <li>○ summary of Ofsted report</li> <li>○ school's intentions for the future, etc.</li> </ul> </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 any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• The date the instrument takes effect</li> </ul>

<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the Local Governing Body (on request)
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Pupils & Curriculum Policies - **This section gives access to information about policies that relate to pupils and the school curriculum.**

<b>Class</b>	<b>Description</b>
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 – available on website
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.
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.

School Policies and other information related to the school - **This section gives access to information about policies that relate to the school in general.**

<b>Class</b>	<b>Description</b>
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

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

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
Admissions policy	Statement of the schools policy on admissions.

## 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 Head Teacher.

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](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**