



## Willowcroft Community School Freedom of Information

## **1. Introduction: what a publication scheme is and why it has been developed**

The governing body is responsible for maintenance of this scheme.

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 academy 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 on request.

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**

Our wish is that a Willowcroft child will;

- be happy, healthy and safe;
- be respectful, honest and well-behaved;
- be an independent and confident learner;
- achieve their full potential both educationally and socially;
- be confident to explore and develop the outside environment;
- be a confident user of modern technology;
- be an ambassador for the school and community;
- have a global understanding of the world we live in.

This will be achieved through;

- nurturing children;
- strong Values;
- effective leadership;
- excellent teaching and learning;
- a creative and exciting curriculum;
- use of the outdoor environment;
- successful partnerships between home and school;
- strong International Links.

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:

- *Academy Parent Handbook (that we have published or recently published)* – information published in the school Information Packs.
- *Governors' documents*– information published in the Annual Report and other governing body documents.
- *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
- *Academy 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.willowcroft.org.uk](http://www.willowcroft.org.uk)

Email: **tbelcher@willowcroft.oxon.sch.uk**

Tel: **01235 813304**

Contact Address: **Willowcroft Community School  
Mereland Road  
Didcot  
Oxfordshire  
OX11 8BA**

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 is not available via the scheme and is not 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
<b>School Information Packs</b>	<p>The statutory contents of the school handbook are as follows, (other items may be included in the handbook 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><li>• General Information for Parents and Children for 2 year unit, Nursery. Foundation F1, KS1 and Lower and Upper KS2</li></ul>

**Information relating to the governing body**– this section sets out information published in the annual report and in other governing body documents.

Class	Description
<b>Governors' Annual Report</b>	<p>Statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at Academy's discretion):</p> <ul style="list-style-type: none"> <li>• details of the governing body membership, incl. name and address of chair, clerk</li> <li>• a statement on progress in implementing inspection action plans</li> <li>• a financial statement, including gifts made to academy, and expense amounts paid to governors</li> <li>• a description of the academy's arrangements for security of pupils, staff and premises</li> <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 academy by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the academy</li> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for Key Stages, with national summary figures</li> <li>• a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</li> </ul>
<b>Instrument of Government</b>	<p>The name of the school</p> <p>The category of the school</p> <p>The name of the governing body</p> <p>The manner in which the governing body is constituted</p> <p>The term of office of each category of governor if less than 4 years</p> <p>The name of anybody entitled to appoint any category of governor</p> <p>The date the instrument takes effect</p>
<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>

<sup>1</sup> 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.

<b>Class</b>	<b>Description</b>
<b>Learning and Teaching Policy</b>	This sets out the schools aims for Learning and Teaching and how they will achieve them.
<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>Sex Education and Relationship 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>Race Equality Policy</b>	Statement of policy for promoting race equality
<b>Safeguarding Children Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school.
<b>Behaviour for Learning Policy</b>	Statement of general principles on behaviour and discipline and of measures taken by the school to ensure good behaviour.
<b>Anti Bullying Policy</b>	Guidelines of what constitutes bullying and what the school does to tackle bullying. This includes statements on how bullying is prevented

**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>
<b>Published reports of Ofsted referring expressly to the school</b>	Published report of the last inspection of the school.
<b>Ofsted inspection Self-Evaluation Form<sup>1</sup></b>	A statement of the governing body's evaluation of the school's performance.
<b>Charging and Remissions Policy</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
<b>Term dates</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy and Risk Assessments (£)</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>Appraisal of Staff</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 Disciplinary Procedure</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Pay Policy</b>	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay. Our Pay Policy also includes procedures for determining pay for all our staff.
<b>Staffing Structure Implementation Plan</b>	The school's plan for the implementation of any changes to its staffing structure following statutory review.
<b>Admissions Policy</b>	Statement of the school's policy on admissions
<b>GDPR Privacy Notice</b>	General Data Protection Regulation
<b>Annex A - Other documents</b>	Annex A provides a list of other documents that are held by the school and are available on request

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

## **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 in the first instance and then to the Chair of Governors using the contact details in section 4.

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)**



## **Willowcroft Community School**

### **Freedom of Information Publication Scheme**

#### **Annex A – Further documents held by the school**

<b>Name of Document</b>	<b>Description</b>
<b>Attendance Policy</b>	Statement of how the school supports families to ensure their children attend school regularly
<b>Confidentiality Policy</b>	Statement of how the school keeps certain information confidential
<b>Critical Incident Plan</b>	Procedures the school uses in the event of a critical incident
<b>Dignity at Work Policy</b>	Statement of expectations of how staff and visitors to the school will treat each other
<b>Privacy Notice</b>	A statement of how personal data is used by the school and which government agencies have access to this information
<b>Finance Policies</b>	Statement of the schools financial procedures
<b>Governor Induction Policy</b>	Statement of how new governors are inducted into the governing body
<b>Governor Classroom Visits Policy</b>	An agreed statement between teaching staff and governors setting clear guidelines for when governors visit the school
<b>Hiring Policy</b>	Statement of the procedures and costs for outside agencies who wish to hire out the school premises
<b>More Able, Gifted and Talented Policy</b>	Statement of how the school identifies children who are more able, gifted and talented and how it supports them to achieve their full potential
<b>Intimate Care Policy</b>	Statement of how the school supports families with children who have personal care needs