

## Freedom of Information



<b>STATUTORY / NON-STATUTORY</b>	<b>STATUTORY</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>Headteacher</b>
<b>DATE APPROVED BY Head/SLT</b>	<b>June 2019</b>
<b>GOVERNING BODY OR COMMITTEE RESPONSIBLE</b>	<b>GP</b>
<b>DATE OF FULL GOVERNING BODY APPROVAL</b>	<b>June 2019</b>
<b>REVISION DUE DATE</b>	<b>June 2023</b>

# 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.

Not all information held by the school will be made available, some because of its confidential nature will be treated as private, this includes the following classes:

Children personal information

Staff appraisal and performance information

Staff salary information

Staff & Governors personal information

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## 2. Classes of information published

The classes of information that is made available are public domain and are organised into four broad topic areas:

1. School Prospectus
2. Information relating to the governing body
3. Pupils & Curriculum
4. School Policies and other information related documentation

### 3. How to request information

Paper copies of any of the documents within the scheme can be requested directly from the school by telephone, email, fax or letter.

Contact details are set out below.

[www.noadswood.org.uk](http://www.noadswood.org.uk)

Email: [headteacher@noadswood.hants.sch.uk](mailto:headteacher@noadswood.hants.sch.uk)

Tel: 023 80840025

Fax: 023 80843532

Address: Noadswood School, North Road, Dibden Purlieu, Southampton, Hants, SO45 4ZF

### 4. 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 5. However, if multiple copies are requested a cost will be incurred.

### 5. Classes of Information Currently Published

School Prospectus – This is available on the school website

Class 1	Description
School Prospectus	<p>Includes a description of the aims of the school and how it intends to deliver the national curriculum. The prospectus must also include statutory information regarding the following:</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>

Information relating to the governing body - **This is available on the school website**

<b>Class 2</b>	<b>Description</b>
Instrument of Government	<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>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
Minutes of meeting of the governing body and its working parties	Agreed minutes of meetings of the governing body and its working parties [current and last full academic school year]
Formation documents	<ul style="list-style-type: none"> <li>• Articles and memorandum of association</li> <li>• Funding agreement</li> </ul>
Statutory accounts	<ul style="list-style-type: none"> <li>• Financial statements for the academy will published on the website after being submitted to the Education and Skills Funding Agency (ESFA)</li> </ul>

**Other – See individual items for availability**

<b>Class 3</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	<p>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</p> <p><b>Availability: Published on school website</b></p>
Ofsted inspection Self-Evaluation Form	<p>A statement of the governing body's evaluation of the school's performance.</p> <p><b>Availability: On request</b></p>
School session times and term dates	<p>Details of school session and dates of school terms and holidays</p> <p><b>Availability: Published on school website</b></p>
Curriculum circulars and statutory instruments	<p>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</p> <p><b>Availability: On request</b></p>

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  <b>Availability: Published on school website</b>
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.  <b>Availability: Published on school website</b>
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  <b>Availability: On request</b>
Sex Education Policy	Statement of policy with regard to sex and relationship education  <b>Availability: Published on school website</b>
Collective Worship	Statement of arrangements for the required daily act of collective worship  <b>Availability: On request</b>
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs  <b>Availability: Published on school website</b>

<b>Class 4</b>	<b>Description</b>
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  <b>Availability: Published on school website</b>
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  <b>Availability: Published on school website</b>
Complaints procedure	Statement of procedures for dealing with complaints  <b>Availability: Published on school website</b>
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  <b>Availability: On request</b>

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 <b>Availability: Published on school website</b>
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay <b>Availability: On request</b>
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review <b>Availability: On request</b>
Admissions policy	Statement of the schools policy on admissions <b>Availability: Published on school website</b>
Race Equality Policy	Statement of policy for promoting race equality <b>Availability: Published on school website</b>
Careers Education Policy	Statement of the programmes of careers education provided for Key 4 <b>Availability: On request</b>
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (which is aligned with the Department for Education document Keeping Children Safe in Education 2019) <b>Availability: Published on school website</b>
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. <b>Availability: Published on school website</b>