

# **Lewknor C of E School**

## **Freedom of Information Policy**

**May 2016 - Review May 2018**

### **Aims and Objectives**

The school aims to:

- Offer local families access to an outstanding primary education in a caring school based at the heart of our community.
- Make school fun and prepare children for life in the world in which they are growing up.
- Teach every child in the way that best matches to their needs so they can achieve success, be happy at school and build good relationships with other people.
- Be a treasured asset in our community.

This publication scheme is a means of showing how we are pursuing these aims.

### **Categories of Information Published**

The publication scheme guides you to information which we currently publish, 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 this booklet.
- Information relating to the Governing Body – various GB documents.
- Pupils and Curriculum – information about policies that relate to pupils and the school curriculum.
- Other Policies – information about policies that relate to the school in general.

### **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:

Email: [office.3184@lewknor.oxon.sch.uk](mailto:office.3184@lewknor.oxon.sch.uk)

Address: Lewknor Church of England Primary School, High Street, Lewknor, OXON OX49 5TH

Tel: 01844 351542

Website: [www.lewknor.eschools.co.uk](http://www.lewknor.eschools.co.uk)

To help us process your request quickly, you should clearly mark any correspondence 'PUBLICATION SCHEME REQUEST' (in CAPITALS please). The school is committed to providing documentation within the statutory period of 20 days. At the discretion of the Headteacher / Chair of Governors, the school may pass the request to Oxfordshire County Council.

If the information you are 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.

### **Paying for Information**

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

The school reserves the right to levy a charge for fulfilling any requests for information. If your request means that we have to do any photocopying or printing, pay a large postage charge or is for a priced item, we will let you know the cost before fulfilling your request. This will mount to 20p per page, plus up to £25 administration charge per request.

### **Classes of Information Currently Published**

- Information about the implementation of the Governing Body's policy on pupils with special educational needs and any changes to the policy during the last year.
- A description of the arrangements for the admission of pupils with disabilities; information that says disabled pupils should not be 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.
- The following information is provided at the school's discretion:
  - a) The name, address and telephone number of the school, and the type of school.
  - b) The names of the Headteacher and the Chair of Governors.
  - c) The School policy on Admissions.
  - d) A statement of the school's ethos and values.
  - e) Parents' right to withdraw their child from religious education and collective worship, and the alternative provision for those pupils.
  - f) Information about the school's policy on providing for pupils with special educational needs.
  - g) Number of pupils on roll and rates' of pupils authorised and unauthorised absences.
  - h) The destinations of school leavers at the end of Year 6.
  - i) The arrangements for visits to the school by prospective parents.
  - j) 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.
- Information Relating to the Governing Body
  - a) The name of the school
  - b) The category of the school
  - c) The name of the Governing Body
  - d) The manner in which the GB is constituted
  - e) The term of office of each category of governor if less than four years
  - f) The name of anybody entitled to appoint any category of governor
  - g) Details of any trust
  - h) If the school has a religious character, a description of the ethos
  - i) The date the instrument takes effect
  - j) Agreed minutes of meeting of the GB and its committees
- Pupils and Curriculum Policies
  - a) 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 subjects and religious education (including a statement of arrangements for the required daily act of collective worship), schemes of work and syllabuses currently used by school, sex and relationship education, SEND policy.
  - c) Accessibility plan.
  - d) Equalities.
  - e) Safeguarding and promoting welfare of the pupils at school.
  - f) General Principles on Behaviour.
  - g) Anti-Bullying Policy.

- School Policies and Other information related to the School
  - a) Ofsted inspection
  - b) A statement of the GB's evaluation of the school's performance.
  - c) Charging and Remissions Policy
  - d) Details of the school session and dates for school terms and holidays.
  - e) Health and Safety policy and risk assessment
  - f) Complaints procedure
  - g) Appraisal of staff – statement of procedures adopted by the GB relating to the appraisal of staff and the annual report of the headteacher on the effectiveness of appraisal procedures.
  - h) Staff conduct, discipline and grievance (appraisal and capability policy)
  - i) Pay Policy – statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
  - j) Staffing structure plan.
  - k) Curriculum circulars and statutory instruments
  - l) Admissions Policy

### **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 any assistance then initially this should be addressed to the school office.

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 01625 545700.

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk) Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)