



OAKLANDS CATHOLIC SCHOOL **AND** **SIXTH FORM COLLEGE**

With delegated responsibility from the
Edith Stein Catholic Academy Trust

FREEDOM OF INFORMATION POLICY

APPROVED BY TRUSTEES	4 DECEMBER 2019
SCRUTINISED BY BUSINESS & COLLABORATION COMMITTEE	25 NOVEMBER 2019
DATE LAST REVIEWED	4 DECEMBER 2019
MEMBER OF STAFF RESPONSIBLE	HEADTEACHER
STATUTORY / NON-STATUTORY	STATUTORY



Community

Unity

Opportunity



Policy Amendments

Version Date	Section / Page	Amendments
December 2019	Section 4 / Page 4	Updated school website address
	Section 6.3 / Page 6	Update to policy list
	Section 7 / Page 6	Update to ICO contact details
	Annex A / Page 7-8	Update to document list

1.0 Introduction

- 1.1 This is scheme for the Edith Stein Catholic Academy Trust covering, Oaklands Catholic School and the Trusts responsibilities under the Freedom of Information Act 2000.
- 1.2 The Local governing body is responsible for maintenance of this scheme, and is the responsibility of the strategy group.
- 1.3 What is a publication scheme and why it has been developed?
 - 1.3.1 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.
 - 1.3.2 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.
 - 1.3.3 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.
 - 1.3.4 Some information which we hold may not be made public, for example personal information.
 - 1.3.5 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2.0 Aims and Objectives

- 2.1 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.

3.0 Categories of Information Published

- 3.1 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.
- 3.2 The classes of information that we undertake to make available are organised into five broad topic areas:
 - Academy documentation
 - School Prospectus – information published in the school prospectus.
 - Governors' Documents – information published in governing body documents, including the Governors' strategy.
 - Students and 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.

4.0 How to Request Information

- 4.1 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.oaklandscatholicschool.org

Email: oaklands@oaklandscatholicschool.org
Tel: 02392 259214
Fax: 02392 230317
Address: Oaklands Catholic School and Sixth Form College, Stakes Hill Road,
Waterlooville, Hampshire, PO7 7BW

- 4.2 To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)
- 4.3 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.

5.0 Paying for Information

- 5.1 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.
- 5.2 Single copies of information covered by this publication are provided free unless stated otherwise in Section 6.
- 5.3 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.

6.0 Classes of Information Currently Published

- 6.1 School Prospectus and parent information – this section sets out information published in the school prospectus.

Class	Description
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 schoolthe names of the head teacher and chair of governorsinformation on the school policy on admissionsa statement of the school's ethos and valuesdetails 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 pupilsinformation about the school's policy on providing for pupils with special educational needs

	<ul style="list-style-type: none"> • 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 • Academy company number
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6.2 The company Annual Report and other information relating to the governing body– this section sets out information published in the AGM and in other governing body documents.

Class	Description
Specific Academy documentation	<ul style="list-style-type: none"> • Information as directed by the EFA accounts directive available from www.education.gov.uk • Academy documents for example, Memorandum of Understanding
Instruments of Governance and standing orders	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the Local 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 anybody 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
Minutes ¹ of meeting of the Academy Company, the local governing body and its committees	<ul style="list-style-type: none"> • Agreed minutes of the Academy trust company • Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

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

6.3 Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum that are statutory

Class	Description
Admissions	
Attendance & Registration	
Behaviour	Including Exclusions
Careers Policy	
Child Protection	
Children Looked After	
Collective Acts of Worship	
Complaints	
Curriculum	
Data Protection	
Education in Personal Relationships	
Equality Information and Objectives	
Finance	Including Bad Debt Policy and Charging & Remissions Policy
First Aid	
Freedom of Information	
GDPR	Data Protection
Health and Safety	
Inclusion and Special Education Needs	
Medical Conditions and Administration of Medicines	

[Information available on our website, www.oaklandscatholicsschool.org]

7.0 Feedback and Complaints

7.1 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.

7.2 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's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

Telephone: 0303 123 1113

Fax: 01625 524510

Website: www.ico.org.uk

Annex A

Further documents held by the school ²

Anti-Bullying Policy
Assessment (Marking and Feedback) Policy
Charitable Activities Policy
Cycle to School Policy
Drugs Education Policy
Exams and Controlled Assessment Policy
Exam Word Processor Policy
Gifts and Hospitality Policy
Headteacher's Discretionary Fund Policy
ICT Security, Safety and Acceptable Use Policy
Imagery Policy
Induction Policy
ITT and NQT Policy Management of Allegations of Abuse Against Staff
Lone Working Policy
Management of Option Choices Policy
More and Most Able Policy
Non-Examination Assessment Policy
Offsite Activities and Educational Visits Policy
Pay Policies (Teaching and Support Staff)
Performance Management Policy (Support Staff)
Pupil Premium Statement
Redundancy Policy
Restrictive Physical Intervention Policy
Safeguarding Policy
School Employment Equality Policy
School Equality Policy
Site Security Policy
Staff Attendance and Absence Policy
Staff Capability Policy (Teaching and Support Staff)
Staff Development Policy (CPD)
Staff Disciplinary Policy
Staff Grievance Policy
Staffing Policy
Teaching Staff Appraisal Policy
Uniform Policy
Whistleblowing Policy

Accessibility Plan
Emergency Response Plan (including Critical Incident Recover)
Exam Contingency Plan
Fire Management Plan and Fire Evacuation Plan
Instrument of Government
Legionella Management Statement
Manual of Financial Practice
Register of Interests
Risk Register
Single Central Record of Recruitment and Vetting Checks
Terms and Conditions of Hire

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School Strategy
School Development Plan
Annual Budget Plan
Details of the School Budget for the Financial Year
Additional Funding
Income from other Sources eg Donations
Asset Register
Attendance Registers
Lists of Students Attending School
Best Value Statement
Statement of how the school will endeavour to achieve best value on all purchasing procedures
Governor Visits
Lettings