

# SIR FREDERIC OSBORN SCHOOL

## **PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000**

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

One of the aims of the Freedom of Information Act 2000 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 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.

### **Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

**and 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 (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 6 broad areas:

- Class 1 - Who we are and what we do
- Class 2 - What we spend and how we spend it
- Class 3 - What our priorities are and how we are doing
- Class 4 - How we make decisions
- Class 5 - Our policies and procedures
- Class 6 - Lists and Registers

### **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.sfosborn.herts.sch.uk](http://www.sfosborn.herts.sch.uk)**

Email: [admin@sfosborn.herts.sch.uk](mailto:admin@sfosborn.herts.sch.uk)

Tel: **01707 351350**

Fax: **01707 351357**

Contact Address: **Herns Lane, Welwyn Garden City, Herts AL7 2AF**

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.

## 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.

## Classes of Information Currently Published

### Class 1 – Who we are and what we do

	<b>Description</b>
<b>School Prospectus</b>	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion): Information about the implementation of the governing body's policy on Students with special educational needs (SEN) and any changes to the policy during the last year A description of the arrangements for the admission of Students with disabilities; details of steps to prevent disabled Students being treated less favourably than other Students; details of existing facilities to assist access to the school by Students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
<b>Instrument of Government</b>	The name of the school The category of the school The name of the governing body The names and contact details of the Governors The manner in which the governing body is constituted
<b>School session times and term dates</b>	Details of school session times and dates of school terms and holidays
<b>Location and contact information</b>	The address, telephone and website for the school together with the names of key personnel

### Class 2 – What we spend and how we spend it

	<b>Description</b>
<b>Annual budget</b>	Annual financial statement as submitted to the DfE – on application
<b>Capital funding</b>	Details of the capital funding allocated to the school together with information on related building projects and other capital projects – on application
<b>Additional funding</b>	Income generation and other sources of funding – on application
<b>Procurement and projects</b>	Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process – on application
<b>Pay policy</b>	On application
<b>Staffing and grading structure</b>	On application
<b>Governors' allowances</b>	On application

### Class 3 – What our priorities are and how we are doing

	<b>Description</b>
<b>School profile</b>	The contents of the school profile is as follows: Performance data Summary of Ofsted report School's intentions for the future, etc.
<b>Performance management 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 – on application
<b>School Future plans</b>	Any major proposals for the future of the school – on application
<b>Every Child Matters/Child Protection</b>	Statement of policy for safeguarding and promoting welfare of Students at the school. <i>(from March 2004)</i>

### Class 4 – How we make decisions

	<b>Description</b>
<b>Admissions policy</b>	Statement of the schools policy on admissions.
<b>Minutes <sup>1</sup> of meetings of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees

### Class 5 – Our Policies and Procedures

	<b>Description</b>
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 Students, for example homework arrangements
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
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 Students with special educational needs
Accessibility plans	Plan for increasing participation of disabled Students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled Students.
Single Equality Scheme	Statement of policy for promoting equality
Collective worship	Statement of arrangements for the required daily act of collective worship
Careers Education policy	Statement of the programmes of careers education provided for Key 4
Student discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying
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
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
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
Records management and Personal Data policies	Includes privacy notice and data protection policies

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

#### Class 6 Lists and Registers

Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum
Disclosure logs/Asset register	On request

#### 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.***

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)**

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