



## **This is Oldfield School Publication Scheme on information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

### **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.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

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 and Objectives**

Our mission is 'to be a school which celebrates the achievements of each and every individual'.

The aims of Oldfield are to help students to:

- develop lively, enquiring minds
- acquire understanding, knowledge and skills to equip them for adult life
- build up self esteem, respect for and tolerance of others
- foster sporting, aesthetic and cultural achievement
- realise their full potential

and 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:

*School Prospectus* – information published in the school prospectus.

*Governors' Documents* – information published in the School Profile and in other governing body documents.

*Students & 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. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone or letter. Contact details are set out below. We hope shortly to make this available via our website.

Email: n/a

Tel: 01225 423582/3

Textphone: n/a

Fax: 01225 464986

Contact Address: Oldfield School, Kelston Road, Bath BA1 9AB

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, you can still contact the school to ask if we have it.

#### **5. Paying for information**

Single copies of information covered by this publication are usually 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, 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 Prospectus</b>	<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"> <li>£</li> <li>• arrangements for the admission of students with disabilities;</li> <li>• details of steps to prevent disabled students being treated less favourably than other students;</li> <li>• details of existing facilities to assist access to the school by students with disabilities;</li> <li>• the accessibility plan (required under the Disability Discrimination Act 1995) covering future policies for increasing access to the school by students with disabilities;</li> <li>• information about the implementation of the governing body's policy on students with special educational needs and any changes to the policy during the last year.</li> </ul>

**School Profile and other information relating to the governing body**– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
<b>School Profile</b>	<p>The statutory contents of the School Profile to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> <li>• School address, number of students, name of Headteacher and chair of governors;</li> <li>• Successes in the last year and what we are trying to improve;</li> <li>• Results over time;</li> <li>• Teaching to meet individual needs;</li> <li>• Students – healthy and safe;</li> <li>• Work with parents / community;</li> <li>• Students extra curricular activities;</li> <li>• Student feedback;</li> <li>• Student behaviour;</li> <li>• Absence rates;</li> <li>• Student destinations Year 11;</li> <li>• Ofsted</li> <li>• Information about the sixth form.</li> </ul>
<b>Instrument of Government</b>	<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>

<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees
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**Students & Curriculum Policies** - This section gives access to information about policies that relate to students and the school curriculum.

<b>Class</b>	<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 and Relationships Education Policy	Statement of policy with regard to sex and relationship education
Special Educational 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.
Race Equality and Equal Opportunities Policy	Statement of policy for promoting race 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.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school.
Behaviour	Statement of general principles on behaviour and discipline and of measures taken to prevent bullying.

**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>
Published reports of Ofsted referring expressly to the school	£ Published report of the last inspection of the school and the summary of the report.

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

Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection.
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
School session times and term dates	Details of school session and dates of school terms and holidays
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
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 performance management.
Staff Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

## 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 Mrs. K. Sparling, 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)**

**Oldfield School**  
**Freedom of Information Publication Scheme**  
**Annex A – Further documents held by the school**

Name of Document	Description
Able Students	}
Arts	}
Assessment, Marking and Reporting	}
Attendance (Students)	}
Careers Education	}
Community Links	}
Drugs and Health Education	}
Educational Visits	ALL
Homework	}
ICT	POLICIES ON
Information Security	}
International Links	ASPECTS
Literacy	}
Mobile Phones	OF
Numeracy	}
Pastoral Care	SCHOOL LIFE
Public Examinations	}
Reporting	}
School Security	}
School Uniform	}
Spelling	}
Sponsorship & Income Generation	}
Vocational Education & Work Related Learning	}