



OAKTHORPE PRIMARY SCHOOL

Freedom of Information

Reviewed: May 2021
Adopted by the Governing Body
Date:
Signed
Chair:
Head Teacher:

Oakthorpe Primary School Publication Scheme on information available under the Freedom of Information Act 2000

Our full title and address for sending requests for any documents is: **JUDITH GARRAD,
OAKTHORPE PRIMARY SCHOOL, TILE KILN LANE, LONDON N13 6BY**

The person responsible for maintenance of this scheme is: **The Headteacher**

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 **either available for you on our website to download and print off or** available in paper form. Further information relating to policies regarding but not limited to Freedom of Information, Data Protection and Environmental Information can be accessed at the Information Commissioners website <https://ico.org.uk>.

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. 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 5 of this scheme. The classes may be subject to change. The classes of information that we undertake to make available are organised into four broad topic areas:

- **School Prospectus or website** - information published in the school prospectus or on its website.
- **Governors' Documents** - governing body documents.
- **Pupils & Curriculum** - information about policies that relate to pupils and the school curriculum.
- **School Policies** - information about policies that relate to the school in general.

3. How to request information

You can request a copy of the information you want from the contact detailed below **or visit our website at www.oakthorpe.enfield.sch.uk**.

If the information you're looking for isn't available via the scheme **and isn't on our website**, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: office@oakthorpe.enfield.sch.uk

Tel: 020 8807 4689

Fax: 020 807 3302

Contact Address: Oakthorpe Primary School, Tile Kiln Lane, Palmers Green, London N13 6BY

To help us process your request quickly, please clearly mark any correspondence
"PUBLICATIONS SCHEME REQUEST"

4. Paying for information

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.

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. As the cost involved in processing these requests would not only entail monetary costs, but also time and resources, any decisions made would be subject to scrutiny by the Governing Body as appropriate.

5. Classes of Information Currently Published

School Prospectus or website - this section sets out information published on the school's website. NB. Schools are no longer required to publish a prospectus.

Class	Description
School Prospectus and or Website	<p>The statutory contents of the school website are as follows:</p> <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the Headteacher and Chair of Governors.• information about admissions arrangements• a statement of the school's ethos and values• The school's policies on behaviour, charging, and special educational needs (SEN) and disability provision• Information about curriculum provision, content and approach by academic year and by subject• How reading is taught and the names of any schemes used to teach phonics and reading• The school's Ofsted reports and Department for Education (DfE) achievement and attainment performance data via links to Ofsted and DfE sites• Achievement and attainment performance data for KS2• Information on the pupil premium allocation - its use and its impact on attainment

Information relating to the governing body - this section sets out information published in Governing Body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school. • The category of the school. • The name of the governing body. • The manner in which the governing body is constituted. • The name of any person entitled to appoint any category of governor. • Details of any trust. • If the school has a religious character, a description of the ethos of the school. • The date the instrument takes effect.
Minutes [1] of meeting of the Governing Body and its committees	Agreed minutes of meetings of the governing body and its committees <i>(current and last full academic school year)</i>

Pupils & Curriculum Policies - this section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home - school agreement	Written 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.
Teaching and Learning Policy	The school's aims and arrangements in relation to teaching and learning
Sex Education & Relationships Policy	Statement of policy with regard to sex education and relationship education
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Positive Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying
Special Educational Needs & Disability Policy	Information about the school's policy on providing for pupils with special educational needs

Accessibility Plans and Policy	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
Child Protection/ Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Equalities Policy	Statement of policy for promoting equality

School Policies - This section gives access to information about policies that relate to the school in general

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post 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 of which charges are permitted, for example music tuition, trips.
School session times and dates	Details of school session and dates of school terms and holidays
Special Education Needs and Disability	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plans	Written plan of improvements to access for pupils with disabilities
Health and Safety Policy and risk assessments	Written 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.
Child Protection Policy	Statement of general principles on Child Protection arrangements
Complaints procedure	Statement of procedures for dealing with complaints.

Performance management and Appraisal 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
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.
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

6. 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 need 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 545 745

E-mail: publications@ic-foi.demon.co.uk

Agreed at Resources Committee Meeting

[\[1\]](#) Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this