

# Oaks Park High School

<b>Title of Policy:</b>	<b>Freedom of Information Publication Scheme</b>
<b>Person responsible:</b>	<b>J Hamill</b>
<b>Date for review:</b>	<b>2017</b>

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## **Oaks Park High School Publication Scheme for 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;
- whether the information is available free of charge or via payment.

The scheme covers information that is already published or which is to be published in the future. All information in our publication scheme is either available to download and print off from our website or via paper format.

Some information 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**

At Oaks Park High School we aim to:

- create a caring, supportive environment in which each student feels secure and valued;
- provide a strong emphasis on teaching and learning;
- achieve the highest possible academic standards for all of our students;
- provide an attractive and stimulating environment for students to learn;
- establish the school at the heart of the local community and create effective links with a range of local groups;
- encourage all students to participate fully in the decision-making processes of the school;
- provide a wide range of extra-curricular activities to meet the needs of all students;
- recognise and reward achievement, effort and service through a system of rewards;
- encourage all our students to show respect for themselves, others and the world around them;
- create a partnership between home and school based on a shared understanding of our roles and responsibilities.

### 3. Categories of information published

The publication scheme provides a guide to information that we currently publish/have recently published/will be published 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 make available are organised into four broad topic areas:

- **School Prospectus** - information published in the school prospectus.
- **Governing Body** - information contained in Governing Body documentation.
- **Students & Curriculum** - information on policies relating 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 a paper version of any of the documents within the scheme is required, the school should be contacted via telephone, email, fax or letter. Contact details are set out below or via our website: [www.oakspark.co.uk](http://www.oakspark.co.uk)

**Email:** [admin@oakspark.redbridge.sch.uk](mailto:admin@oakspark.redbridge.sch.uk)

**Tel:** 020 8590 2245

**Fax:** 020 8590 2246

**Address:** Oaks Park High School  
45-65 Oaks Lane  
Newbury Park  
Ilford,  
IG2 7PQ

To ensure that your request is processed quickly, correspondence should be clearly marked 'PUBLICATION SCHEME REQUEST'. If the information is not available via the scheme and not on our website, the school should still be contacted to check availability.

### 5. Paying for Information

Information published on our website is free, although costs may be incurred via the internet provider. Internet use can be accessed from a local library or an Internet café. Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If a request involves a large amount of photocopying or printing; payment of a substantial postage charge or is for a priced item such as printed publications or videos, the school will advise of the cost involved prior to the request being fulfilled.

### 6. Classes of information currently published

**School Prospectus** -.the school is no longer required to publish a Prospectus.

**Students & Curriculum Policies** - This section gives access to information on policies relating to students and the school curriculum.

Class	Description
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.
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabi currently used by the school.
<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education.

### Students & Curriculum Policies (cont.)

Class	Description
<b>Special Educational Needs Policy</b>	Information about the school's policy on providing for students with special educational needs.
<b>Accessibility Plans</b>	Plan for the 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.
<b>Race Equality Policy</b>	Statement of policy for promoting race equality.
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship.
<b>Careers Education Policy</b>	Statement of the programmes of careers education provided for key 4.
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of students at the school.
<b>Student Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

**School Policies and other information related to the school** – This section gives access to information on policies relating to the school in general.

Class	Description
<b>Published Ofsted reports referring expressly to the school</b>	Published report on the last inspection of the school; the summary of the report and, where appropriate, inspection reports of religious education in those schools designated as having a religious character.
<b>Charging and Remissions Policy</b>	Statement of the school's policy on charging and remissions for any optional extra or board and lodgings for which charges are permitted - for example school publications; music tuition; trips.
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays.
<b>Health and Safety Policy and risk assessment</b>	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.
<b>Complaints Procedure</b>	Statement of procedures for dealing with complaints
<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 Headteacher on the effectiveness of appraisal procedures.
<b>Staff Conduct, Discipline and Grievance</b>	Statement of the procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, department circulars and administrative memoranda relating to the curriculum, issued by the Department of Education and Skills (DES) to the Headteacher or Governing Body.
<b>Pay Policy</b>	Statement of the school's policy regarding teachers' pay, including procedures for determining teachers' grievances in relation to their pay.
<b>Staffing Structure Implementation Plan</b>	The school's plan for the implementation of any changes to its staffing structure following statutory review.
<b>Admissions Policy</b>	Statement of the schools policy on admissions.

## 7. Feedback and Complaints

We welcome any comments or suggestions about the publication scheme. Suggestions, comments and also complaints should be addressed to the Headteacher, Oaks Park High School.

If you are dissatisfied with the assistance you receive; your complaint has not been resolved and you feel that a formal complaint needs to be made, this should be addressed to the Information Commissioner's Office, which is the organisation that deals with formal complaints and ensures compliance with the Freedom of Information Act 2000. They can be contacted at:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

**or**

**Enquiry/Information line:** 01625 545 745

**Website:** [www.ico.org.uk](http://www.ico.org.uk)