

SHIRE OAK SCHOOL
(a Science College)

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

The governing body is responsible for the 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.

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- provide a caring and supportive environment within which students may develop personal qualities, attitudes and values to prepare them for taking up an adult place in society as both responsible and responsive citizens.
- maintain a vital and relevant curriculum which has a sound balance between the development of skills and the acquisition of knowledge and understanding.
- recognise the individuality of all students and the need to instil in them that success is something to be shared and celebrated.

As a science college our aims are to:

- raise standards of achievement in science and mathematics for all students across the ability range, in turn leading to whole school improvement in performance;
- develop and share with other local schools and the local community good practice, facilities and resources;
- promote educational culture which is scientific, technological, enterprising and vocational;
- develop innovative practice in the teaching of science, mathematics and ICT which will provide a model of excellence both within the school and within the community;
- raise the post 16 participation rate in science and mathematics;

- provide our young people with the skills they need to progress into employment, further training or higher education.

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 Profile – this is a web based document which has replaced the Annual Report from the Governing Body

School Prospectus – information published in the school prospectus

Governors' documents –

Pupils and Curriculum – information about policies that relate to pupils 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 documents within the scheme please contact the school by telephone, email, fax or letter. Contact details are set out below:

Email: postbox@shire-oak.walsall.sch.uk

Telephone: 01543 452518

Fax: 01543 373204

Contact Address: Lichfield Road, Walsall Wood, Walsall, WS9 9PA.

To help process your request quickly, please mark the correspondence, **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it.

5. 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 in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for priced items 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. Classes of Information Currently Published

School Profile –

Class	Description
School Profile	<p>School profile content</p> <p>The profile contains, where relevant:</p> <ul style="list-style-type: none"> • Data provided and updated by the DfES on an annual basis • A summary of the latest Ofsted report provided by the DfES and updated at least every three years • Narrative sections written by the school, updated at least once every academic year <p>The narrative sections include the following headings:</p> <ul style="list-style-type: none"> • The successes of the school this year. • What the school is trying to improve. • How results have changed over time. • How the school is making sure that every child receives teaching to meet their individual needs? • How we make sure our pupils are healthy, safe and well-supported? • What we done in response to our Ofsted report. • How we working with parents and the community.

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School 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 school ○ The names of the head teacher and chair of governors ○ Information on the school policy on admissions ○ A statement of the school's ethos and values ○ Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' rights to withdraw their child from religious education and collective worship and the alternative provision for those pupils. ○ Information about the school's policy on providing for pupils with special educational needs ○ Number of pupils on roll and rates of 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 pupils studying for and percentage achieving other vocational qualifications.

	<ul style="list-style-type: none"> ○ The destinations of school leavers¹ ○ The arrangements for visits to the school by prospective parents ○ 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.
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 term of office of each category of governor if less than 4 years ○ The name of any body 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
Minutes¹ of meetings of the governing body and its committees	<ul style="list-style-type: none"> ○ Agreed minutes of meetings of the governing body and its committees (current and last full academic year)

Pupils and Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Partnership of Shared Values	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils.
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 pupils with special educational needs.

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

Accessibility Plans	Plans 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.
Racial Equality Policy	Statement of policy for promoting race equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Careers Policy	Statement of the programmes of careers education provided for Key Stage 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (from March 2004)

Pupil Discipline	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 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-OFSTED Inspection action plan	A plan setting out the actions required following the last OFSTED Inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character.
Charging Policy	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 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 of Education and Skills to the head teacher or governing body relating to the curriculum.
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 The Chairman of Governors, c/o The Clerk to the Governors, Shire Oak School, Lichfield Road, Walsall Wood, WALSALL, WS9 9PA.

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

Website: www.informationcommissioner.gov.uk

**SHIRE OAK SCHOOL
(a Science College)**

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

Name of Document	Description
Assessment, Recording and Reporting	Arrangements for reporting to parents
Attendance	Expectations and procedures for monitoring
Anti-Bullying	Combating of bullying in school
Care and control of pupils	Protection of all personnel, students and property
Equal Opportunities	Ensuring equality of opportunity
First Aid	Dealing with emergencies
Gifted and Talented and Able Pupils	Policy for extending the gifted and talented students.
Health and Safety of pupils on educational visits	Measures for protection of students whilst off site.
Healthy Eating policy	We aim to ensure that all pupils understand the meaning and importance of a healthy, balanced diet in order that, given the opportunity, they may choose to purchase a healthy meal, realizing the significance of their decision.
ILUs	Expectations
Literacy across the curriculum	Addressing of issue in all subject areas
Racist behaviour – guidelines for dealing With in line with Race Relations Act	Action to be taken for infringement of Act.
Regulations and Guidelines for the safe Conduct of educational visits and activities	Specific guidance for conduction of visits off site.
The School's Aims	Mission statement
Visits: Emergency procedure	Action to take in event of emergency
Visits:	Regulations and guidelines for safe contact
<ul style="list-style-type: none"> ▪ Policies appertaining to staff as required by statute. ▪ Policies in respect of Management of premises and the school environment. ▪ Financial Management and accountability. 	