

**OUSEDALE SCHOOL**  
**FREEDOM OF INFORMATION ACT 2000**  
**PUBLICATION SCHEME**

The governing body is responsible for maintenance of this scheme.

## **1. Introduction**

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 academies, 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 (indicated by 'Web' in the tables below) or 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. 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 of information that we undertake to make available are organised into four broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *Governing Body* - information relating to the governing body.
- *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.

### 3. 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:

Email: [admin@ousedale.org.uk](mailto:admin@ousedale.org.uk)

Tel: 01908 210203

Fax: 01908 216574

Address: Ousedale School, The Grove, Newport Pagnell, Bucks, MK16 0BJ

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.

### 4. 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 usually provided free. 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.

### 5. Classes of Information Currently Published

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

Class	Description	Web
School Prospectus	The contents of the school prospectus include: information about the school and the admission arrangements for students wishing to join Ousedale, including its selection and oversubscription criteria, published admission number and the school’s process for applications through the local authority	✓

**This section sets out information published in governing body documents**

<b>Class</b>	<b>Description</b>	<b>Web</b>
Delegated Powers of the Governing Body Committees	Information about the organisation of the Governing Body's committees and the scope and level of their decision-making	✓
Articles of Association	Information and operating details about Ousedale school as an Academy Trust and a Company limited by guarantee as per the Companies Act 2006.	✓
Meeting minutes <sup>1</sup> of the Governing Body and its committees	Agreed minutes of meetings of the Governing Body and its committees (current and last full academic school year).	

**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>	<b>Web</b>
Anti-bullying Policy	Information about the school's approach to tackling bullying	✓
Assessment, Recording and Reporting Policy	Information about the how students' work is assessed, recorded and reported to parents	✓
Behaviour Policy	Information about how the school supports good conduct; how it prevents and tackles unacceptable behaviour by students	✓
Careers Education Information and Guidance Policy	Information about the school's Careers programme and its delivery	✓
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	✓
Drugs and Medicines Policy	Information about how the school approaches teaching students about drugs and how it deals with drugs misuse	✓
Equal Opportunities Policy - Students	Statement of policy regarding the promotion and provision of equality of opportunity to all students	✓

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

Most Able Policy (Incorporating Gifted and Talented Policy)	Information about the school's provision for its most able students	✓
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	✓
Learning and Teaching Policy	Statement of policy on the organisation of learning and teaching at the school	✓
PSHE Policy	Information about the school's arrangements for the teaching of Personal and Social Education	✓
Safeguarding and Child Protection Policy	Information about how the school works to support the safety of its students and its procedures for responding to child protection concerns	✓
Sex and Relationship Education Policy	Statement of policy with regard to sex and relationship education	✓
Special Educational Needs and Disability Policy	Information about the school's policy on providing for students with special educational needs	✓

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>	<b>Web</b>
Admissions Arrangements	Statement of the school's policy on admissions.	✓
Charging and Remissions Policy	Statement of the school's policy with respect to charges and remissions for any optional extras, e.g. school publications, music tuition, trips, or board and lodging for which charges are permitted,	✓
Complaints Policy and procedure	Statement of procedures for dealing with complaints	✓
Educational Visits and Journeys Policy	Information about how educational visits are organised, the procedures used and the maintenance of safety	✓

Health and Safety At Work Policy	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	
Ofsted reports about the school	Published report and its summary of the last inspection of the school	✓
Security Policy	Information on the organisation and procedures for ensuring the security of students and staff	✓
Session times and term dates	Details of school session times, dates of school terms and holidays	✓
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request	

Our website is at [www.ousedale.org.uk](http://www.ousedale.org.uk)

## 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 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)**

Reviewed by Finance & Premises Committee 18<sup>th</sup> November 2015  
Ratified by Full Governing Body 9<sup>th</sup> December 2015  
Date of next review May 2017

## Annex A – Further documents held by the school

<b>Name of Document</b>	<b>Description</b>
Confidential Reporting	Information about how staff concerns about any impropriety within the school can be raised and addressed
Finance Policy	Statement of policy about financial responsibilities and procedures within the school in relation to the council's published financial regulations
Best Value Statement	Statement on how the principles of Best Value are applied in the purchase and provision of goods and services
Controls Assurance Statement	Statement on how financial controls operate within the school
Accessibility Plan	Information about access to the school's facilities by students with disabilities
Data Protection Act – Privacy Notice	Information about how Ousedale School processes personal data about its students as a “data controller” in respect of the Data Protection Act 1998
Various Personnel policies as required by law	