



Publication Scheme

The Academy Trust 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.

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. Classes of available information

The Appendix is a guide to the information available, how it can be obtained and if there is a charge. The classes of information will generally not include:

- Information, the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure. This includes information protected by the Data Protection Act.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school in writing. Contact details are set out below.

Email: headteacher@oldfieldschool.com

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 the appendix. 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. 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. The complaint will be handled using the school's complaints procedure. We have a target of one month from the time of receiving a complaint to respond to it.

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

7. Appendix Guide to information available under the publication scheme (next page)

Appendix

Guide to information available from Oldfield School under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do		
Academy Funding Agreement – a link to the document on the Department for Education’s website	school website	£
School staff and structure – names of key personnel	school website	
Governing Body – names and contact details of the governors and the basis of their appointment	via Clerk to Governing Body	
School session times, term dates and holidays	school website	
Location and contact information – address, telephone number and website	school website	
Contact details for the HT and the Governing Body	school website	
School Prospectus	school website	
School Session times and term dates	school website	
GCSE results – a link to the data on the Department for Education’s website	school website	
What we spend and how we spend it		
Financial information	via Bursar	
Annual budget plan and financial statements	via Bursar	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	via Bursar	
Additional funding – Income generation schemes and other sources of funding	via Bursar	

Information to be published	How the information can be obtained	Charge
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	via Bursar	
Staffing structure	request to HT	
Pay policy	request to HT	
Governors' allowances – Details of allowances and expenses that can be claimed or incurred	via Clerk to Governing Body	
What our priorities are and how we are doing		
School Development Plan	school website	
OFSTED report	school website	
Appraisal and Capability policy	school website	
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	school website	
How we make decisions		
Admissions policy	school website	
Governing Body meeting agendas, papers and minutes (information that is properly considered to be private is excluded)	via Clerk to Governing Body	£
Our policies and procedures		
School policies, including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety policy • Complaints procedure 	Most policies are on the school website, others can be requested via the HT	

<ul style="list-style-type: none"> • Discipline and grievance policies • Information request handling policy – publication scheme • Safer recruitment policy 		
<p>Student policies, including:</p> <ul style="list-style-type: none"> • Home-School Links • Curriculum • Sex Education • Special Educational Needs • Collective Worship • Careers Education • Behaviour 		
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Records retention • Destruction and archive policies • Data Protection and Information Security 	via Bursar	
<p>Equality and diversity</p> <ul style="list-style-type: none"> • Single equality 	school website	
<p>Charging regimes and polices This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated</p>	school website	

Information to be published	How the information can be obtained	Charge
Lists and Registers		
Currently maintained lists and registers only)	
Statutory instruments)	
FOI Disclosure Logs) All via Bursar	
Asset register)	
Any information the Academy is currently legally required in publicly available registers))	
The services we offer		
Current information only		
Extra-curricular activities)	
Out of school clubs) on school website	
School publications		
Services for which the Academy is entitled to recover a fee, together with those fees	via Bursar	
Leaflets, booklets and newsletters – eg Outlook	on school website	