

This is Hailey Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

The Communications Lead Governor is responsible for oversight of this scheme on behalf of the governing body, and the school administrative officers are responsible for providing requested information according to 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 either available for you on our website to download and print off or available in paper form from the school office.

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. Vision, Values and Aims

Hailey School's Vision and Values

Our Vision for the Future

We aspire to provide the best starting block for children in our village and the surrounding area through the pursuit of excellence – in our provision for the children in our care, and also in our role in, and responsibilities to, our local community.

Our Aims

- To provide a safe, caring, loving environment that promotes core Christian and British values in our children, preparing them for their next school and in later life. We aim to equip them with the self-esteem, confidence, respect, resilience and tolerance to be responsible and contributing members of society.

- To inspire and achieve consistently outstanding attainment and progress by our children, challenging and supporting all pupils.
- To be recognised as the school of choice for families in the local community, balancing academic progress with the physical, moral, social and cultural development of their children.
- To be recognised as a school of choice for staff working in the education sector, providing a happy, productive working environment that supports and develops its staff.
- To positively contribute to and support the local church and village community; being recognised with pride by those communities for our integral role in village life.

Our Values

We believe in:

- Promoting Christian values in our children and school community, particularly love & tolerance (respect for others), and instilling good behaviour.
- Providing our children, parents and staff with a caring, friendly, “family” atmosphere
- Inspiring a love of learning amongst our pupils which is supported by their parents
- Educating our children in, and celebrating, diversity in the UK and global society
- Working in harmony with our families, local church & village community & our partner schools
- Leading by example on trust and honesty, by our children, staff & governors
- Fulfilling our Mission Statement: “Together Everyone Achieves More”.

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:

- *Who we are and what we do* – information published on the website or in the school handbook about who we are, and what we do
- *Governing Body Information & Financial Reports* – governing body documents such as minutes and agendas and school financial reports
- *Pupil & Curriculum Policies* – information about policies that relate to pupils and the school curriculum.
- *School Policies, Priorities and Performance*- information about policies that relate to the school in general, school priorities and latest performance

4. How to request information

If you require a paper version of any of the documents within the scheme, please visit our website or contact the school by telephone, email, fax or letter. Contact details are set out below.

Website: www.hailey.oxon.sch.uk

Email: office.3123@hailey.oxon.sch.uk

Tel: 01993 703802

Fax: 01993 703802

Contact Address: Hailey CE Primary School, Hailey, Witney, Oxon, OX29 9UB

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please) with specific details of what information you require.

If the information you're looking for isn't available on our website or 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 a priced item 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

Who we are and what we do – this section sets out information about the school's vision, values and aims, which is published on the website or in the school handbook as well as details of staff and governors and other practical details for parents.

Class	Description
Who we are and what we do	<p>All of the following areas are contained on the school's website and/or in the School Handbook:</p> <ul style="list-style-type: none"> • Vision, values and aims • Moral education and development including religious education • Parent partnership • Information about the implementation of the governing body's policy on pupils with special educational needs and disability (SEND report) • A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • List of staff and governors and their roles/ governing body structure • Practical information for parents: term dates, uniform, lunch arrangements, absence, medical issues etc. • After-school clubs & extra-curricular activities • Contact details for the school • School newsletters

Governing Body Information and Financial Reports – this section sets out information contained in governing body documents which are available from the school office as well as financial reports.

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 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

Agendas & Minutes ¹ Structure & Roles	Agendas and agreed minutes of meetings of the governing body and its sub-committees and their terms of reference [<i>current and last full academic school year</i>] Governing Body Newsletters* List of school governors by category and their roles* List of governing body sub-committees and lead governor roles*
Financial Information	Pupil Premium Spend Report* School Sports Spend Report* Annual School Budget Capital Expenditure Financial Audits Asset Register Finance Statement*

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

* = available on school website

Pupil & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum. These are all available on the website.

Class	Description
*Home School agreement, *Code of Conduct for Parents & Carers and *Homework Policy	Statement of the school's, pupils' and parents' responsibilities working as a partnership, and the school's expectations of its pupils and parents, including homework arrangements and policy
*Curriculum Statement	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 Education Policy and report and *Drugs Education	Statement of policy with regard to sex and relationship education Statement of policy with regards to education about drugs
*Special Educational Needs & Disability Policy & report	Information about the school's policy on providing for pupils with special educational needs and disability and annual report on SEND provision
*Accessibility Plan and *Equality Policy & Objectives	Policy and Plan for delivering equality for pupils, parents, staff and visitors, including 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.
*Attendance Policy	Policy regarding attendance at school
*Exclusion Policy	Policy regarding the exclusion of pupils
*Collective Worship & *Religious Education	Statement of arrangements for the required daily act of collective worship and the religious education policy

*Child Protection/ *Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
*Behaviour/ Pupil Discipline *Anti-bullying policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying including exclusion policy.
*Data Protection/GDPR Policy	Policy explaining how the school solicits, processes and stores data relating to pupils, staff, governors and parents
*Complaints Policy	Statement of procedures for dealing with complaints

School Policies, Priorities and Performance

This section gives access to information about policies that relate to the school in general, about the priorities that the school is working on and about the latest performance of the school. These are available on the website where *marked or otherwise, from the school office.

Class	Description
*Published reports of Ofsted referring expressly to the school *SIAMS report	Published report of the last inspection of the school and the Church of England inspection report of religious education in schools designated as having a religious character
Ofsted inspection Self-Evaluation Form ¹	A statement of the governing body's evaluation of the school's performance.
*Performance Data	Latest school performance data for Early Years, KS1 and KS2 with link to the DofE website
*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 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, pupils (and others) and the organisation and arrangements for carrying out the policy
Staff and Headteacher Appraisal	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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan ¹	The school's plan for the implementation of any changes to its staffing structure following statutory review.
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
*Admissions Policy	Statement of the school's policy on admissions

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

*School Priorities	Summary of the priorities the school is working on in its Raising Achievement Plan
Photographic Policy	Statement of the school's policy on taking photographs of children
Communications Policy	Statement of the school's policy on dealing with media.
*Educational Visits policy	Statement of the school's policy on provision of visits for its pupils

***Information available on our website:** www.hailey.oxon.sch.uk

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 Communications Lead Governor at Hailey School.

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: 0303 123 1113

E Mail: casework@ico.org.uk

Website : www.ico.gov.uk