

This is Larkmead School's Publication Scheme on 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; 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.

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

Larkmead School is a community - a caring community built on trust and respect, in which every student matters; a community which encourages and enables every student to enjoy their time at school, to exceed expectations, to be proud of their achievements and to be aware of their responsibility in the wider world.

At Larkmead students will find an ordered community, that treats them with respect, where bullying is not tolerated and where they will grow in confidence and be trusted with more responsibility as they become young adults. Young adults equipped to succeed making a real and positive difference in a demanding and changing world.

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 three broad topic areas:

- *The School Profile and other information relating to the Governing Body –*

information published in the School Profile and in other Governing Body documents.

- *Pupils & 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 of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: **head.4125@larkmead.oxon.sch.uk**

Tel: **01235 520141**

Fax: **01235 544866**

Contact Address: **The School Business Manager, Larkmead School,
Faringdon Road, Abingdon, Oxon. OX14 1RF**

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.

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

The School Profile and other information relating to the Governing Body– **this section sets out information published in the School Profile and in other Governing Body documents.**

Class	Description
School Profile	The contents of the school profile is as follows: <ul style="list-style-type: none">• performance data• summary of Ofsted report• school’s intentions for the future, etc.

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
Minutes ¹ of meeting of the Governing Body and its committees	Agreed minutes of meetings of the Governing Body and its committees are published on the school's website

Pupils & Curriculum Policies - **This section gives access to information about policies that relate to pupils 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 pupils for example homework arrangements
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 Education Policy*	Statement of policy with regard to sex and relationship education
Special Education Needs Policy*	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans*	Plan 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.
Race Equality Policy*	Statement of policy for promoting race equality
Collective Worship*	Statement of arrangements for the required daily act of collective worship

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

Careers Education Policy	Statement of the programmes of careers education provided for Key Stage 4.
Child Protection & Safeguarding Policy*	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Behaviour for Learning Policy*	Statement of general principles on behaviour and discipline and of measures taken by the head teacher 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, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form¹	A statement of the governing body's evaluation of the school's performance.
Charging and Remissions 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

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Pay Policies*	Statement of the school's policy regarding teachers' and support staff pay including procedures for determining grievances in relation to their pay.
Staffing Structure Implementation Plan*	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 for Education to the Head teacher or Governing Body relating to the curriculum
Admissions policy*	Statement of the schools policy on admissions.
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

[Information available on our website - www.larkmead.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 School Business Manager, Larkmead School, Faringdon Road, Abingdon, Oxon. OX14 1RF.**

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

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Annex A – Further documents held by the school

Name of Document	Description
Access to Education for Pupils with Medical Needs*	Statement recognising the school's responsibility to ensure students with medical needs are adequately supported.
Anti-Bullying Policy*	Clarification to students and staff that bullying is always unacceptable, and how any incidents are to be handled.
Attendance Policy*	A statement as to how the school endeavours to raise levels of student attendance and punctuality.
Critical Incident Management Plan*	How the school will operate in the event of a critical incident.
Dignity at Work Policy*	How the school aims to provide a healthy, safe and productive work environment for all persons employed or visiting the school.
Exams Policy*	The school's procedures for planning and managing internal and external student examinations.
School Lettings Policy*	Statement, procedures and tariffs for the hiring of Larkmead School facilities.
Whistleblowing Policy*	The school's policy for the raising of concerns about misconduct.

[* Information available on our website - www.larkmead.oxon.sch..uk]