

Horspath C of E School

Freedom of Information Policy

This is Horspath Church of England Primary 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 or available in paper form.

Some information which we hold may not be made public, for example personal information.

2. Aims and Objectives

Horspath C of E Primary School values and supports all of its members as individuals. It is a happy, welcoming and safe environment which promotes learning and self-confidence. We are a church school:

Where children from all cultures and faiths thrive, learning skills and behaviours that will guide them their whole lives.

That underpins teaching, learning and daily school life with the Christian values of forgiveness, respect for others, truth and a sense of accountability.

Where all children from every background have the very best that the school community can give them so that they are challenged and inspired to achieve their full potential.

A school that encourages work and play across the age range so that children and staff know everyone in the school community.

A school that is a key member of our local community.

This publication scheme is a means of showing how we are pursuing these aims.

3. How to request information

Many of the documents within the scheme are available on the school website at:

<http://www.horspath.oxon.sch.uk>

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

Email: office.3161@horspath.oxon.sch.uk

Tel: 01865 872702

Contact Address:
Horspath C of E Primary School
1 Blenheim Road
Horspath
Oxford
OX33 1RY

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 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

5. Classes of Information Currently Published

All maintained schools are required to publish specific information on their websites. This is defined at: <https://www.gov.uk/what-maintained-schools-must-publish-online>.

Similarly, all maintained schools are required to have a specific set of policies in place. This is defined at: <https://www.gov.uk/government/publications/statutory-policies-for-schools>.

Every document listed in these two locations is included in the publication scheme.

As the lists of required information changes over time, we maintain this list independently of this policy on the school website at:

<http://www.horspath.oxon.sch.uk/about-the-school/statutory-information/>

Many of the documents are downloadable from the website; those that are not are available by request under this scheme.

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

Horspath C of E Primary School
1 Blenheim Road
Horspath
Oxford
OX33 1RY

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

Reviewed : November 2015

Next review : November 2018