



Icknield Community College

# **FREEDOM OF INFORMATION SCHEME**



## Approval & Review

Author: MTH  
Review Period: Annually  
Status of Policy: Statutory

Reviewed by (Committee):	Governing Body
Date of Review:	25 June 2019

Signed: .....  
(Chair of Governing Body)

Date of Next Review:	June 2020
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## Icknield Community College Publication Scheme

The governing body is responsible for maintaining 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 on our publication scheme is either available for you on our website to download and print or is available in paper form from the school.

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

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

**and this publication scheme is a means of showing how we are pursuing these aims.**

### 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 organized into four broad topic areas;

- **Governors' Documents** – information published as a result of full governing body and committee meetings and in other governing body documents.
- **Student and Curriculum** – information about policies that relate to students and the school curriculum.
- **School Policies** - information about policies that relate to the school in general.



## 4 How to request information

If the document you require is not available on the school website ([www.icknield.oxon.sch.uk](http://www.icknield.oxon.sch.uk)), please contact the school by email, fax or letter. Contact details are set out below.

Post:	Icknield Community College Love Lane Watlington Oxfordshire OX49 5NH
Email:	<a href="mailto:office.4082@icknield.oxon.sch.uk">office.4082@icknield.oxon.sch.uk</a>
Fax:	01491 612951
Website	<a href="http://www.icknield.oxon.sch.uk">www.icknield.oxon.sch.uk</a>

## 5 Paying for information

Information published on our website is free, although you may incur costs from your Internet provider.

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, we will let you know the cost before fulfilling your request.

## 6 Classes of Information Currently Published

**School Prospectus** – Information can be found under the School Information tab on our website.

**Information relating to the governing body** – this section sets out information published in governing body documents and is regularly updated on the school website.

<b>Membership</b>	Details of the governing body membership, including names and status governors and the name of address of the Chair and the Clerk.	On school website
<b>Minutes of meeting of the Governing Body</b>	Minutes from Governing Body meetings	Available to view in school office, on request.

**Students and Curriculum Policies** – this section gives access to information about policies that relate to students and the school curriculum.

<b>Curriculum and Assessment Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school	On school website
<b>Behaviour and Engagement Policy</b>	Written statement of general principles on behavior including any anti bullying policy as appropriate	On school website



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**School Policies** – This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>	<b>Where</b>
<b>Accessibility Plans</b>	Written plan of improvements to access for students with disabilities	On school website
<b>Attendance</b>	Information about the school's expectations and procedures for student attendance	On school website
<b>Charging and Remissions Policy</b>	A statement of the school's policy with respect to charges for any optional extra costs or board and lodgings, for which charges are permitted, for example music tuition, trips.	On school website
<b>Safeguarding Policy</b>	Statement of general principles on Child Protection arrangements.	On school website
<b>Complaints Procedure</b>	Statement of procedure for dealing with complaints	On school website
<b>Curriculum circulars and statutory instruments</b>	A link to the DfE website for the latest information	On school website
<b>Published reports of OfSTED</b>	A link to the OfSTED website and last inspection of the school and the summary report	On school website
<b>School Improvement Plan</b>	A summary of the school's principal objectives in the current School Improvement Plan.	On school website
<b>Special Education Needs Policy</b>	Information about the school's policy on providing students with special educational needs	On school website





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compliance with the Freedom of Information Act 2000 and that deals with formal complaints.  
They can be found at:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

**Enquiry/Information Line: 01625 545700**

**Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**