



**Goring C.E. Primary School Publication Scheme
on information available under the
Freedom of Information Act 2000**

Policy Agreed by the Communications Governor on ...21 November 2018

Signed Chair of Governing Body

Review Date ...November 2020

To conform with the requirements of GDPR (General Data Protection Regulation) all data is handled according to the terms of our Privacy Notice. A copy of this is available on our school website.

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 have produced 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 available electronically either on the website or by email. This is our preferred method of sharing information, however paper copies can be supplied upon request.

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 statement

I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit.
(John 15:5)

At Goring Church of England Primary School we strive to be the best that we can be, to be happy and healthy, and to do good. We cherish our traditional links with the Church, and our Christian values are rooted in

everything we do. We believe that we all belong to God's family. Our sense of community encourages kind and respectful behaviour where everyone's contribution is valued, and where diversity and what makes us all individuals are celebrated. We contribute to our global society and we are generous and inclusive in our friendships. Through our partnerships with other schools, the community and the Church we enjoy a range of experiences, enabling us to be successful and giving in our lives ahead

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 organised into four broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *School Profile and other information relating to the governing body* – information published in the School Profile and 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, or you can visit our website at www.goring.oxon.sch.uk

email: office.3803@goring.oxon.sch.uk

Tel: 01491 872289

Contact Address: Goring CE Primary School
Wallingford Road
Goring on Thames
Oxon.
RG8 0BG

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

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

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none">• information about the implementation of the governing body's policy on pupils with special educational needs (SEND) and any changes to the policy during the last year• 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

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
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 anybody 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	<p>Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]</p>

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

Pupils & Curriculum Policies - This section gives access to information about key policies that relate to pupils and the school curriculum.

Class	Description
Acceptable Use Agreements, Foundation Stage & KS1 and KS2, and parents/carers	Agreement signed by pupil to encourage e-safety and good practice in using the school's IT resources.
Medical Conditions Policy	Statement of how school aims to be inclusive of all children with medical conditions
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 and parents/carers.
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.
Relationships and Sex Education Policy	Statement of policy with regard to sex and relationship education.
Drug Education and Incident Policy	Guidance on matters relating to drug education, the management of drugs within the school community and supporting the needs of pupils with regard to drugs.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
Equality and Accessibility Policy	Statement of policy for promoting equality for all, and 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.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Mental health and Wellbeing Policy	Sets out the school's approach to promoting positive mental health for pupils and staff.
PSHE Policy	Policy promoting the spiritual, moral, cultural, mental, emotional, social and physical development of pupils.
Pupil Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the headteacher 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 £ - There may be a charge for photocopying/postage
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character.
Ofsted inspection Self Evaluation Form	A statement of the governing body's evaluation of the school performance.
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 (and others) and the organisation and arrangements for carrying out the policy.
Whistleblowing	Statement of procedures for dealing with raising concerns.
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 headteacher 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 Policies for Teaching and Support Staff	Statements of the school's policies 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 headteacher or governing body relating to the curriculum.
Admissions Policy	Statement of the school's policy on admissions.

7. Feedback and Concerns

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 Headteacher at the address shown on page 2.

Information Commissioner

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

Enquiry/Information Line: 0303 123 1113 (local rate) or 01625 545745

E Mail: <https://ico.org.uk/global/contact-us/email/casework@ico.gsi.gov.uk>

(If writing or emailing, please include a contact telephone number).

Website : www.ico.org.uk/global/contact-us