

The Wren School

Freedom of Information Publication Scheme

Purpose and Background

One aim of the Freedom of Information Act 2000 (FOIA) which came into force on 1st January 2005, 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 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's Office (ICO). The Wren School has registered its use of Personal Data with the ICO under registration number ZA130625.

This policy takes account of all relevant legislation.

Policy objectives

The objective of the policy is to ensure that the process of responding to enquiries for information is legal under the Freedom of Information Act 2000 (in force from 1st January 2005). The Wren School's vision is that "each child, regardless of background, will receive a world-class education and be nurtured, challenged and inspired to aim high" and this publication scheme is one means of showing how we are pursuing these aims.

Management of the policy

School	This policy is implemented and managed by the School Business Manager
Governing body	The Full Governing Body will review and update this policy every four years and in line with all relevant legislation.
Approval	Approved by Full Governing Body – August 2015
Next review due	August 2019

Associated policies

Complaints Policy

Data Protection Policy

Practice and procedures

Requests for information

- Under the FOIA, all schools which receive a written or emailed request for information which they hold or publish, are required to respond within 20 working days. The Wren School will provide information on where to access the information required e.g. the website link, or details of a charge if the publication/ information is charged, or send any free information.
- A refusal of any information requested will state the relevant exemption which has been applied or that The Wren School does not hold the information, and will explain what public interest test was made if this applies.
- If the information is published by another organisation (for example, Ofsted reports) The Wren School will direct the enquirer to the organisation which supplied the information or publication unless it is legal and possible to provide the information direct.
- It is not legal to photocopy a publication in its entirety and supply this to an enquirer unless The Wren School owns the copyright.
- The Wren School will keep the original request and note against this who dealt with the request and when the information was provided.
- The Freedom of Information publication scheme will be reviewed regularly, with staff checking if they add a new piece of recorded information to The Wren School's portfolio that this is covered within the scheme and adding it to Appendix 2.

Categories of information published

Appendix 1 guides you to information which we currently publish or which we will publish in the future. This is split into categories of information known as 'classes'. 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.

Governors' Documents – information published in the Governors' Annual Report and in other governing body documents.

Students & Curriculum – information about policies that relate to students and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

Further details about these classes are contained in Appendix 1 of this policy.

Charges to be made for information published under the scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by The Wren School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

How to make a request for information or a complaint

A paper version of any of the documents within Appendix A can be obtained by contacting The Wren School by telephone, email or letter.

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:

Email: admin@wrenschoool.org

Tel: 0118 958 5128

Contact Address: The Wren School, Bath Road, Reading, RG30 2BB

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST".

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.

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

Associated documents

Freedom of Information Act 2000

Information Commissioner's Office; Model Publication Scheme.

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

The Wren School Employment manual

Appendices

Appendix 1: Classes of information that the Wren School publishes

Appendix 2: Further documents held by the school

Appendix 1 - Classes of Information that The Wren School Publishes

School Prospectus

This section sets out information published in lieu of a school prospectus.

Class	Description
School Prospectus	<ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school • the names of the headteacher and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students • information about the school's policy on providing for students with special educational needs and disability • the arrangements for visits to the school by prospective parents • other items will be included in the prospectus at the school's discretion

Governors' Annual Report and other information relating to the governing body

This section sets out information to be published in the Governors' Annual Report and in other governing body documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the school and amounts paid to governors for expenses • a description of the school's arrangements for security of students staff and the premises • information about the implementation of the governing body's policy on students with special educational needs and disability (SEN/D) and any

	<p>changes to the policy during the last year</p> <ul style="list-style-type: none"> • a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the 3 year accessibility plan covering future policies for increasing access by those with disabilities to the school • a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning • number of students on roll and rates of students' authorised and unauthorised absence • assessment data, with national summary figures • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
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 ○ A description of the school's 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 [<i>current and last full academic school year</i>]

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

Students & Curriculum Policies

This section gives access to information about policies that relate to students 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 students for example extended learning 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, contained within a Personal, social and health education policy
Special Education Needs and Disability Policy	Information about the school's policy on providing for students with special educational needs and disability
3 Year Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Race Equality Policy	Statement of policy for promoting race equality contained within an equal opportunities policy
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school.
Student Discipline	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
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
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
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal 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
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the headteacher or governing body relating to the curriculum