



# **LANGTREE SCHOOL GOVERNORS'**

## **Freedom of Information Publication Scheme**

THE LANGTREE SCHOOL ACADEMY TRUST COMPANY

AN EXEMPT CHARITY LIMITED BY GUARANTEE

COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company ("TLSATC") any reference to Langtree School, School, Governors of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the headteacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

<b>STATUS:</b>	
<b>RECOMMENDED</b>	
<b>STATUTORY</b>	✓
<b>REVIEW FREQUENCY</b>	
<b>DATE OF POLICY</b>	<b>Feb 2016</b>
<b>DATE OF LAST REVIEW</b>	<b>Feb 2016</b>
<b>REVIEW DUE</b>	
<b>COMMITTEE</b>	<b>Finance</b>
<b>Freedom of Information Feb 2016</b>	

# **The Langtree School Academy Trust Company (LSATC) 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 a school 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 the LSATC scheme publication scheme is either available on the school website to download and print off or available in paper form. Some information held 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 LSATC 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 the school is pursuing these aims.

## **3. Categories of information published**

The publication scheme provides a guide to the information which the LSATC currently publishes (or have recently published) or which will be published 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 the LSATC undertakes to make available are organised into four broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *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 there is a requirement for paper versions 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 visit the website at [www.langtreeschool.com](http://www.langtreeschool.com)**

Email: [office@langtreeschool.com](mailto:office@langtreeschool.com)

Tel: **01491 680514**

Contact Address: **Langtree School, Reading Road, Woodcote, RG8 0RA**

To help staff process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information required is not available via the scheme and is not on the website, please contact the school to ask if it is available.

#### **5. Paying for information**

Information published on the website is free. 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 a request means that the school has 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, the applicant will be informed of 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.**

<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<p>The Langtree School prospectus provides a range of information regarding the ethos, curriculum, pastoral care and extra-curricular provision at the school.</p> <p>The prospectus appears on the Langtree School website, and is also available in hard copy on request.</p>

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.**

<b>Class</b>	<b>Description</b>
<b>Instrument of Government</b>	<ul style="list-style-type: none"><li>• The name of the school</li><li>• The category of the school</li><li>• The name of the governing body</li><li>• The manner in which the governing body is constituted</li><li>• The term of office of each category of governor if less than 4 years</li><li>• The name of any body entitled to appoint any category of governor</li><li>• Details of any trust</li><li>• If the school has a religious character, a description of the ethos</li><li>• The date the instrument takes effect</li></ul>
<b>Minutes <sup>1</sup> of meeting of the governing body</b>	<p>Agreed minutes of meetings of the full governing body are posted on the Langtree School website, along with the names of the governors. These are also available in hard copy from the school on request.</p>

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<sup>1</sup> 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 policies that relate to pupils and the school curriculum.**

<b>Class</b>	<b>Description</b>
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
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Pupil Discipline	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. All policies are available on the school website or in hard copy from the school office.**

<b>Class</b>	<b>Description</b>
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 Form <sup>1</sup>	A self-evaluation statement of the school's 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
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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' 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 of Education and Skills 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

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## **7. Feedback and Complaints**

The LSATC welcomes any comments or suggestions about this 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's PA, Langtree School, Reading Road, Woodcote, RG8 0RA***

**01491 680514**

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

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

## **Langtree School - Freedom of Information Publication Scheme**

### **Annex A – Further documents held by the school**

**All policies are available on the school website or as hard copy from the Headteacher's PA.**

Accessibility plan  
Admissions  
Anti-Bullying  
Assessment  
Attendance  
Behaviour  
Best Value / Value for Money Statement  
Central record of recruitment and vetting checks (SCR)  
Charging  
Child protection / Safeguarding  
Complaints procedure statement  
Curriculum  
Data Protection  
Debt Recovery  
Dignity at Work  
Drugs & Substance misuse  
Equality information and objectives (public sector equality duty) statement for publication  
Examinations at KS4  
Financial Manual  
Financial Reserves  
Fraud  
Freedom of Information and Privacy Notice  
Health & Safety  
Home-school agreement document  
Homework  
ICT Acceptable Use  
Investment  
Lettings  
Managing Sickness Absence  
Minutes of, and papers considered at, meetings of the governing body and its committees  
Pay  
Pecuniary and Other Interests  
Performance Management  
Premises management documents  
Race Relations  
Register of pupils' admission to school  
Register of pupils' attendance  
Reporting  
Safeguarding see Child protection / Safeguarding (9)  
School information published on a website  
SEN  
Sex Education  
Staff discipline, conduct and grievance (procedures for addressing)  
Statement for procedures for dealing with allegations of abuse against staff  
Supporting students with medical conditions  
Target Setting  
Teaching and Learning  
Trips & Visits  
Whistleblowing  
Write Off  
Collective Worship Statement  
Careers Education at Key Sage 4 Statement