



**Woodford County**  
High School for Girls

**SCHOOL POLICY**

**Freedom of Information Policy**

Effective Date	12/02/2013
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Document no :	<b>SP 04.04/001</b>
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**1. Aims**

The school aims to work in close partnership with parents to develop the potential and to safeguard the welfare of each and every student in our care. We seek to provide a first rate educational experience for our students and a positive, open and stimulating working environment for all staff. To that end we are committed to being open and transparent about our policies and practices and to meeting legislative requirements.

This policy (or ‘publication scheme’) is a means of showing how we are pursuing these aims.

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## 2. Statutory Requirements

The Freedom of Information Act 2000

## 3. 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 available in paper form on request. Most of it is available on our website. Some information which we hold in school may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## 4. 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 7 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

**General information** – of the sort formerly published in a school prospectus.

**Governors' documents** – relating to the work of the Governing Body.

**Pupils & curriculum** - information relating to pupils and their learning.

**School policies** – policy documents relating to students and their learning.

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## 5. 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 (*term time only*) are set out below.

*Documents may be sent out or reference copies will be made available in the School Office.*

Email: [admin.woodfordcountyhigh@redbridge.gov.uk](mailto:admin.woodfordcountyhigh@redbridge.gov.uk)

Tel: 020 8504 0611

Fax: 020 8506 1880

Contact Address: High Rd, Woodford Green, Essex, 1G8 9LA

**Our website is at**

[www.woodford.redbridge.sch.uk](http://www.woodford.redbridge.sch.uk)

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.

## 6. 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 cafe,

Single copies of information covered by this publication are provided free unless it is stated otherwise in section 7. 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.

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## 7. Classes of Information Currently Published

### a. General information

Name and address of the school	Web site: <i>Contact us</i>
Staffing structure	Website: <i>About us</i>
School session times and term dates	Website: <i>About us</i>
School Calendar	Website: <i>New and Events</i>
Most recent KS4 (GCSE) results	Website: <i>About us</i>
Most recent KS5 (A-Level) results	Website: <i>About us</i>
Link to DfE Performance Tables for schools	Website: <i>About us</i>
Admissions arrangements	Website: <i>About us</i>
Open Day Arrangements	Website: <i>Join us</i>
Link to the most recent Ofsted report	Website: <i>About us</i>
Statements about the school's ethos and values	Website: <i>About us(&amp; throughout)</i>
Pupil welfare arrangements	Website: <i>About us</i>
Catering arrangements	Website: <i>About us</i>
School's use of pupil premium	Website: <i>About us</i>
School's use of School Fund	Website: <i>About us: Policies</i>
Weekly information bulletin to parents	By <i>Parentmail</i> to parents weekly
Termly newsletters	Website: <i>New and Events</i>
Membership of the PFA	Website: <i>Associations</i>

### b. Governors' documents

Agendas of Governing Body meetings <sup>1</sup>	By request
Minutes of Governing Body meetings <sup>1</sup>	By request
Results of elections for membership of the Governing Body	By <i>parentmail</i> / by letter
Instrument of Government	Website: <i>About us</i>
Governors' Code of Conduct	Website: <i>About us</i>

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**c. Pupils and Curriculum**

Information on the curriculum	Website: <i>Teaching &amp; learning</i>
Courses offered	Website: <i>Teaching &amp; learning</i>
Programmes of study	Website: <i>Teaching &amp; learning</i>
Assessment arrangements	Website: <i>Teaching &amp; learning</i>
Extra-curricular activities	Website: <i>Teaching &amp; learning</i>
Educational visits	Website: <i>Teaching &amp; learning</i>
Individual music tuition (Redbridge Music Service)	Website: <i>E-Shop</i>

**d. School Policies**

Policy Number	Policy	
SP 04.07	Accessibility Plan	Website: <i>About us: Policies</i>
SP 06.03	Assessment	Website: <i>About us: Policies</i>
SP 05.05	Attendance	Website: <i>About us: Policies</i>
SP 05.10	Behaviour (incl home/school agreement)	Website: <i>About us: Policies</i>
SP 05.003	Charging	Website: <i>About us: Policies</i>
SP 04.01	Child Protection	Website: <i>About us: Policies</i>
SP 05.07	Complaints	Website: <i>About us: Policies</i>
SP 05.06	Curriculum	Website: <i>About us: Policies</i>
SP 03.01	Data Protection	Website: <i>About us: Policies</i>
SP 06.04	Educational Visits	Website: <i>About us: Policies</i>
SP 05.08	Equality Statement	Website: <i>About us: Policies</i>
SP 04.04	Freedom of Information	Website: <i>About us: Policies</i>
SP 01.02	Governors' Code of Conduct	Website: <i>About us: Policies</i>
SP 07.03	Health and Safety	<i>By request – under review</i>
SP 03.04/.05/.06	ICT acceptable usage (suite of documents)	Website: <i>About us: Policies</i>
SP 03.07	ICT e-safety	Website: <i>About us: Policies</i>
SP 01.03	Instrument of Governors	Website: <i>About us: Policies</i>
SP 04.02	SEN	Website: <i>About us: Policies</i>
SP 05.02	Sex and Relationships Education	Website: <i>About us: Policies</i>
SP05.09	Uniform	Website: <i>About us: Policies</i>

<sup>1</sup> Some information may be confidential or otherwise exempt from publication by law – this information cannot be published

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## 8. 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 the Headteacher at the School.

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 545 745**

**Email: [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)**

**Website: [https://www.ico.gov.uk/Global/contact\\_us.aspx](https://www.ico.gov.uk/Global/contact_us.aspx)**

## 9. Monitoring, Approval and Review

This policy is approved by the Governing Body of Woodford County High School. Any amendments to this policy require approval by the Governing Body of Woodford County High School.

## 10. Questions

If you have any questions about this policy, please contact the Headteacher, Woodford County High School, High Road, Woodford Green, Essex, IG8 9LA.



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