



Freedom Of Information Policy:

Approved: April 2017

Review: April 2020 (or earlier if new guidance becomes available)

This is Oliver's Battery Primary School's Publication Scheme on information available under the Freedom of Information Act 2000.

1. 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. Copies of the information in our publication scheme are available in paper form from the school office.

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 aim of the school is to develop each child in every aspect of school life, be it intellectual, creative, moral, physical, spiritual, cultural or social.

To achieve this aim we will;

- Provide a welcoming environment which is safe, secure and stimulating and which includes and supports each child
- Develop a partnership between pupils, parents, staff and governors and foster links with the wider community
- Provide a broad, balanced curriculum which gives equal opportunity for children to develop their individual potential
- Set appropriately high expectations in an environment where high quality teaching and learning take place
- Encourage children to be independent learners who take pride in all they do
- Encourage pupils to care for themselves and each other and respect property by behaving appropriately
- Respect individuals, their beliefs, and their cultural backgrounds by promoting understanding and tolerance.

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'.

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

- School Profile and the 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 the 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 Address:

Headteacher, Oliver's Battery Primary School, Austen Avenue, Oliver's Battery, Hampshire, SO22 4HP

Tel: 01962 869496 **Email:** admin@oliversb.com

To help us process your request quickly please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

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. Information Currently Published (£ = minimum charge of £10 plus copy and postage. Photocopying charge Black and White 10p a copy, Colour copy 20p a copy)

Information to be published	How the information can be obtained	Cost
<p>Who are we and what do we do? Oliver's Battery Primary School provides education for primary aged children (4 to 11 years) situated in Oliver's Battery Winchester</p> <p>Information concerning staffing structure and governing body membership are available from our website</p> <p>Our full contact details are available on the website and from Hampshire County Council's Website</p>	<p>Website: http://www.oliversbatteryprimary.com</p> <p>http://www.hants.gov.uk/educationandlearning</p>	Free
Instrument of governance are available on request	Contact the school office 01962 869496	£
Governor membership is available on our school website	http://www.oliversbatteryprimary.com	
Our school website gives further information about our school values as well as information concerning administration, session times and information concerning special educational needs, child protection and accessibility.	http://www.oliversbatteryprimary.com	Free
An Equality Policy is available on our school website which outlines the school's commitment to ensure that all children are able to access our	http://www.oliversbatteryprimary.com	Free

curriculum and fully partake in school life.		
Term dates are available from Hampshire County Council website as well as in hardcopy on request	http://www.hants.gov.uk/educationandlearning Hard copy available from school office	Free
What Do We Spend and How? School budget shares both historical and current are available from the Hampshire County Council website	https://www.hants.gov.uk/educationandlearning/findaschool/schooldetails?dfesno=2326	Free
Annual budget plan and financial statements are available from the school on request, as is information regarding capital and additional funding.	Hard copy	£
The schools Pay Policy has been developed in line with that of Hampshire County Council and is available on request.	Hard copy	£
The school policy for governor allowances is available on request from the school office. Monitoring of how this money has been spent can be found in the minutes of Full Governing Body and Resources Committee	Hard copy	Free
What are our priorities and how are we doing? The school has a School development plan. Information contained within these plans can be discussed.	Contact the school office 01962 869496	£

<p>The latest Ofsted report is available from Hampshire County council and/or a report can be provided on request</p> <p>The performance management policy has been drawn up in conjunction with Hampshire County Council procedures which have been adopted by the governing body</p>	<p>https://www.hants.gov.uk/educationandlearning/findaschool/schooldetails?dfesno=2326 Contact the school office 01962 869496</p>	<p>£</p>
<p>How Do We Make Decisions? Decisions are made through various teams within the school: Leadership and Management, Staff Meetings, Governors etc. Minutes are retained and available for reference</p>	<p>Contact the school office 01962 869496</p>	<p>Free</p>
<p>The governors adopt Hampshire Admissions policy which is available to download from the school website and Hampshire County Council</p>	<p>http://www.hants.gov.uk/educationandlearning http://www.oliversbatteryprimary.com</p>	<p>Free</p>
<p>Agendas of the full governing body, together with its committees (Resources and Standards) are available from the school office, as are minutes of meetings – excluding information that is properly regarded as private to the meetings.</p>	<p>Contact the school office 01962 869496</p>	<p>£</p>
<p>What are our policies and procedures? The school adopted policies and procedures, such as staff conduct, discipline and grievance policies, in line with Hampshire County Council:</p> <ul style="list-style-type: none"> • Manual of Financial Management • Manual of Personnel Practice 	<p>Contact the school office 01962 869496</p>	<p>£</p>

<p>The following school policies are available via the website or the main school office</p> <p>Admissions Attendance Behaviour Charging Educational Visits Equality policy and action plan General complaints Policy Homework ICT acceptable use Online safety Policy for supporting pupils with medical conditions Privacy notice SEND Safeguarding Sex and relationships education</p>	<p>http://www.oliversbatteryprimary.com</p> <p>Available from the main school office on request 01962 869496</p>	<p>Free</p> <p>£</p>
<p>Lists & Registers Asset register/inventory</p>	<p>Available for inspection contact main school office 01962 869496</p>	<p>Free</p>
<p>The services we offer The school provides Breakfast Club from 0800 to 0845.</p> <p>School publications include a weekly newsletter and parents notice board</p> <p>The school can signpost parents to other outside agencies</p> <p>We offer a range of after school clubs</p>	<p>http://www.oliversbatteryprimary.com</p> <p>Contact the school office 01962 869496</p>	<p>£</p> <p>Free</p>