

FREEDOM OF INFORMATION PUBLICATION SCHEME - GUIDANCE

The Orchard School

2023

This is **The Orchard School** Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

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 format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

- *the classes of information which we publish or intend to publish;*
- *the format in which the information will be made available and*
- *whether the information is available free of charge or on payment.*

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the school. Some information, which we hold, may not be made public, for example personal information.

2. Aims of Our School

We want our school to be a **centre of excellence** for learning- for children and adults and our wider community. We want to create a school where:

- Children are safe, happy and healthy
- Children make outstanding progress and are confident, independent, enthusiastic and determined learners
- Staff are inspirational practitioners, able and enthusiastic to learn from and develop others
- Everyone shows respect and consideration for other people

We want to grow through supporting and developing other schools and continuing to learn ourselves. We want our school to be a **rich, exciting and fun** environment which is underpinned by these important characteristics:

Learning:

- **C**reating and thinking critically: Problem solving – using and applying skills
- **C**onfidence to take risks and to be independent
- **C**ollaboration
- **R**esponsibility, Resilience, Resourcefulness, Reflection, Reasoning (5Rs)
- **E**xploring, Playing
- **A**ctive learning
- **T**olerance and respect for others, their ideas and opinions
- **E**nthusiasm for learning

Teaching:

- **Tenacious-** wanting the best for every child, every lesson, every day
- **Engaging and Inspiring**
- **Analytical and reflective assessment:** rigorous and influences every lesson
- **Challenging-** underpinned by high expectations
- **High Quality Interaction-** questioning and feedback which guides next steps, praises effort
- **Excellent relationships** underpinned by care and respect
- **Rich Language and learning environment**

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:

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.

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.

tel: 020 8979 2945
e-mail: admin@orchard.surrey.sch.uk
fax: 020 8941 6160
address: **The Orchard School**
Bridge Road
East Molesey
Surrey KT8 9HT

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

If the information you're looking for isn't available via the scheme and it isn't on our website you can still contact the school to ask if we have it.

5. Paying for information

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 considerable amount of photocopying or printing (20 or more copies), 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.

6. Classes of Information Currently Published School Prospectus

This section sets out information published in the school prospectus which is also available on the school website.

Class	Description
School Prospectus	<ul style="list-style-type: none"> the name, address, website and telephone number of the school, and the type of school, contact information the name of the head teacher information about the school's policy on providing for pupils with special educational needs information on the school policy on admissions a statement of the school's aims National Curriculum assessment results for Key Stage One, with national summary figures School session times and term dates

The Orchard School Induction pack – given at Induction meeting

Class	Description
The Orchard School Induction pack	<ul style="list-style-type: none"> the name, address, website and telephone number of the school, and the type of school the name of the head teacher <p>Plus loose leaf information</p> <ul style="list-style-type: none"> school term dates, times, attendance and punctuality staff and governors uniform accessibility plan Charging and Remissions Policy

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.

Class	Description
Instrument of Government and Constitution Details –	<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
available on website	<ul style="list-style-type: none"> The name of any body 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	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year] – available on our website</i>
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Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum. These are **all** available on our website/in the main foyer/available on request free of charge.

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 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
Relationships and 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
RE Policy	Information on the school's policy and the right of parents to withdraw children.
Policy for Concerns and Complaints	Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern. The Surrey County Council leaflet 'Responding to Parents' Concerns' is available for parents in governors' corner in the entrance hall.
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.
Equality Policy	Statement of policy for equality
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.
Behaviour Policy Anti-bullying policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

School Policies and other information related to the school

This section gives access to information about policies that relate to the school in general.

These policies and reports are available on request

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the letter to the children from the lead inspector.
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
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 or Clerk to Governors relating to the curriculum
Annual budget plan and financial statements	Surrey county Council website/available on request
Procurement and contracts Financial audit reports	Quotations and contracts shared with Governing Body and held by School Business Manager and Head Teacher
Staff pay and grading structure	Information held by School Business Manager and Head Teacher and analysed, information held by Pay Team of Governors
School priorities and future plans	School Improvement Plan – in foyer and on website
How we make decisions	Governors minutes Leadership team minutes
Data Management	How we store and share data in school
Recruitment	Details of recruitment of staff to ensure safeguarding

Registers	The school keeps electronic registers and paper records of attendance
Extra-curricular activities Out of school clubs Other publications and letters	The school provides this information on the school website and holds paper information in the school office.
Capital Funding	Details of projects notified through monthly newsletter. Further information available on request.
Pay policy	Details of policy concerning staff pay and performance management
Asset register	Available on request to the office
Governors allowances	Policy available on request Policy concerning reimbursement to governors for expenses incurred
Staff allowances and expenses	Information available on request Staff pay details are held by the School Business Manager and Head Teacher. Travel expenses/purchases of small items included in staff handbook – available on request

7. 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 to:

Chair of Governors *Mr M Waters at The Orchard 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 545 700**

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

The Orchard School
Freedom of Information Publication Scheme
Annex A – Further documents held by the school

Name of Document	Description
The Orchard SNSU	A booklet detailing provision of the SNSU
Welcome to The Orchard	Information booklet for parents and children who join the school during the academic year or are new to the school in year one or two
Maths at Home Booklets for Reception, Year1 &2	Ideas for supporting maths at home
Induction for New Parents	Information and guidance for parents of children entering the Foundation Stage

Other information

Performance Data	published on website, uploaded annually
Latest Ofsted report	link on website
Performance Management Policy	available on request

Reviewed: July 2023

Next Review: July 2024