



Our vision

Challenging
expectations
and sharing
success

Waverley School

Freedom of information

Governor document

Name of School	Waverley School
The original policy	January 2016
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Waverley School's 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 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.

2. Aims and Objectives

The school 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 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:

School Prospectus – information published in the school prospectus.

Governors Documents – information published in the Governors Annual Report 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 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:

Email: info@waverley-school.com
Tel: 020 8805 1858
Fax: 020 8805 4397
Address: Waverley School, 105 The Ride, Enfield, EN3 7DL

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

If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not 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. Classes of Information Currently Published

School Prospectus – this section sets out information in the school prospectus.

Class	Description £
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion);</p> <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 schools 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 pupils • Information about the schools policy on providing for pupils with special educational needs • Number of pupils on roll and rates of pupils authorised and unauthorised absences • National curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the school, locally and nationally • A summary of GCE A/AS level results in the school and nationally • The number of pupils studying for and percentage achieving other vocational qualifications • The destinations of school, leavers¹ • The arrangements for visits to the school by prospective parents • The number of places for pupils of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places

Governors Annual Report and other information relating to the governing body – this section sets out information 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

	<ul style="list-style-type: none"> ● A statement on progress in implementing the action plan drawn up following and 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 pupils, staff and the premises ● Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year ● A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the 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 pupils on roll and rates of pupils' authorised and unauthorised absence ● National Curriculum assessment results for appropriate Key Stages, with national summary figures ● GCSE/GNVQ results in the school, locally and nationally ● A summary of GCE A/AS level results in the school and nationally ● The number of pupils studying for and percentage achieving other vocational qualifications ● The destinations of school, leavers¹ ● 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 for 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 ● If the school has a religious character, a description of the ethos ● The date the instrument takes effect
Minutes¹ of meeting of the governing body and its committees	Agreed minutes of meeting of the governing body and its committees (current and last full academic school year)

Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils 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 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 Stage 4
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (from March 2004)
Pupil 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 information about policies that relate to the school in general.

Class	Description
Published reports of OFSTED referring expressively 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 schools policy with respect to charges and remissions for any optional extra or board and lodgings 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 & Safety Policy and risk assessment	Statement of general policy with respect to health & safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedures	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 Headteacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for relating 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 DfES to the Headteacher or governing body relating to the curriculum
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request

(** Information available on our website)

(Our website is at www.waverley-school.com)

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 The Chair of Governors.

If you are not satisfied with the assistance that you get 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

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

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

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

Name of Document	Description
Science Policy	Statement of policy for provision of science
Maths Policy	Statement of policy for provision of maths
English Policy	Statement of policy for provision of English
Information Technology Policy	Statement of policy for provision of information technology
Humanities Policy	Statement of policy for provision of humanities
Music Policy	Statement of policy for provision of music
Art & Design Policy	Statement of policy for provision of art & design
PE Policy	Statement of policy for provision of PE
Leisure Policy	Statement of policy for provision of leisure
Foreign Languages Policy	Statement of policy for provision of modern foreign languages
National Curriculum – Teacher assessment	Statement of policy for implementing NC teacher assessment
Annual Statement of Ach and Exp guidelines	Statement of policy for writing end of year reports
PMLD provision Policy	Statement of policy on provision for PMLD pupils
Library guidelines	Guidelines for use of library
Display Policy	Statement of policy for display in school
PSHE&C Policy	Statement of policy for provision of personal, social, health education and citizenship
Exclusions Policy	Statement of policy for the exclusion of pupils
Pay Policy	Statement of policy for staff pay
Student & Volunteers guidelines	Guidelines for students and volunteers placed in school
Hygiene Policy	Statement of policy to ensure hygiene in school
Administering Medication Policy	Statement of policy for the safe administration of medication
Swimming Pool Safety Policy	Statement of policy for safety in the swimming pool
Use of Hydro pool and safety guidelines	Statement of policy for safety in the hydro pool
Minibus Policy	Statement of policy for driving the minibus
Integration Policy	Statement of policy for integration
Use of Private Cars Policy	Statement of policy for using private cars for school use
School Residential guidelines	Guidelines for organising school residential
Signing Policy	Statement of policy for provision of a signing environment
Augmented Communications Aids	Guidelines for the use of augmented communication aids
RE Policy	Statement of policy for provision of RE
Whole School Assessment	Statement of policy for assessment procedures

Guidelines for Teaching Files	Guidelines for keeping teaching files
Guidelines for Profiling System	Guidelines for profiling system in school
Annual Review Procedures	Guidelines for the Annual Review Procedure
Equal Opportunities Policy	Statement of policy for ensuing equal opportunities
Recruitment Policy	Statement of policy for recruitment of staff
Management of Absence	Statement of policy for management of staff absence
Design & Technology Policy	Statement of policy for provision of design technology
Staff Development Policy	Statement of policy for staff development opportunities
Monitoring & Self Evaluation	Statement of policy for monitoring and self evaluation
Autism Policy	Statement of policy on provision for pupils with autism
Whole School attendance	Statement of policy for management of pupil absence
Financial Procedures & Practices	Statement of policy for management of finances in the school
Supporting pupils out of school due to Medical Needs	Statement of policy for supporting pupils out of school due to medical needs

