



## Freedom of Information Publication Scheme

Autumn 2018

Review Date Autumn 2019

**This is Waverley Abbey School's 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.**

### 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

Waverley Abbey Junior School provides a distinctly Christian yet inclusive environment in which each child is motivated to acquire skills for life, a love of learning and to foster a sense of responsibility for oneself and others.

We will do this by:

- fostering respect for one another, the school environment and the local community.
- having high expectations of both behaviour and achievement in all areas.
- striving to ensure equal opportunity for everyone, regardless of gender, ethnic and cultural backgrounds, beliefs and intellectual and physical ability.
- using a variety of teaching methods to deliver the National Curriculum.
- allowing learners to engage in a range of practical and meaningful tasks that address different learning styles.
- encouraging 'risk' taking, promoting independent learning thereby accepting some responsibility for their own progress.
- striving to develop positive home/school links and actively involving parents in the life and work of the school.
- liaising with local schools and the community as a whole.
- taking all opportunities to develop positively.

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 and on the school website.

Governance Documents – information published in respect of meetings of the Local Governing Committee

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: **01252 782321**  
e-mail: [info@waverley-abbey.surrey.sch.uk](mailto:info@waverley-abbey.surrey.sch.uk)  
fax: 01252 783767  
address: Waverley Abbey School  
Tilford  
Farnham  
Surrey GU10 2AE

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.

The school will have 20 days to respond to any request counting the first working day after the request is received as the first day.

### 5. Paying for information

Information of the website is free of charge apart from the cost of internet connection. 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.

Class	Description
<b>School Prospectus</b>	<ul style="list-style-type: none"> <li>the name, address, website and telephone number of the school, and the type of school</li> <li>the name of the head teacher</li> </ul> <p><b>Plus loose leaf information</b></p> <ul style="list-style-type: none"> <li>information on the school policy on admissions</li> <li>the school’s safeguarding statement</li> <li>National Curriculum assessment results for Key Stage Two, with national summary figures</li> <li>latest Ofsted report</li> <li>latest SIAMS report</li> <li>details of the after school care provision offered by the school</li> </ul> <p>All details available on school website <a href="http://www.waverley-abbey.surrey.sch.uk">www.waverley-abbey.surrey.sch.uk</a></p>

**Parents’ Handbook** – information sent with the letter offering a place. This is usually sent out during the first half of the Summer Term in the year of admission.

Class	Description
<b>Parents’ Handbook</b>	<ul style="list-style-type: none"> <li>the name, address, website and telephone number of the school, and the type of school</li> <li>the name of the Executive Headteacher and Head of School</li> <li>aims of the school</li> <li>daily routines</li> <li>uniform and equipment</li> <li>communication between home and school</li> <li>health</li> <li>supporting and enriching the curriculum</li> <li>supporting the school</li> <li>parking guidelines</li> <li>safeguarding children at Waverley Abbey School</li> </ul>



### Information relating to the Local Governing Committee

This section sets out information published about the Local Governing Committee.

Class	Description
<b>Scheme of Delegation – published on the school website</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The constitution of the Local Governing Committee (LGC)</li> <li>• The term of office for Local Governing Committee members</li> <li>• The appointment of LGC members and the clerk by The Good Shepherd Trust</li> <li>• The date of joining the Good Shepherd Trust</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the Local Governing Committee and its committees</b>	Agreed minutes of meetings of the Local Governing Committee and its committees

**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 (non statutory)
Curriculum Overviews	Information on the curriculum followed by the year group
Sex and Relationships Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Information report	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 Responding to Parents’ Concerns	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. This policy is agreed by the Good Shepherd Trust.
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 Scheme	Information about how the school strives to provide for all pupils, staff, parents and LGC members

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



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	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.

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	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
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
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are 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 Local Governing Committee c/o Waverley Abbey School email [chair@waverley-abbey.surrey.sch.uk](mailto:chair@waverley-abbey.surrey.sch.uk)**

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)

**Waverley Abbey School  
Freedom of Information Publication Scheme  
Annex A – Further documents held by the school**

<b>Name of Document</b>	<b>Description</b>
Information and Code of Conduct for Volunteers	Information on child protection and general advice for volunteers helping in school
Pupil Premium	Information on how the school has spent pupil premium funding and the impact it has had
Sports Premium	Information on how the school has spent Sports Premium funding and the impact it has had
Annual Accounts	The Good Shepherd Trust annual accounts are published via a link on the Waverly Abbey School website