

Woodchurch High School

A Church of England Academy



FREEDOM OF INFORMATION POLICY DOCUMENT

Approved: July 2016

Contents

General Statement.....	3
Introduction: What a publication scheme is and why it has been developed	3
Aims and Objectives	3
Categories of Information Published	4
How to Request Information	4
Paying for Information	5
Classes of Information Currently Published.....	6
School Prospectus	6
Governors' Annual Report	9
Pupils & Curriculum Policies.....	10
School Policies	11
Feedback and Complaints	12

General Statement

This is Woodchurch High School's Publication Scheme on information available under the Freedom of Information Act 2000.

The governing body is responsible for maintenance of this scheme.

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 from the school. Our website contains a list of information available.

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.

Aims and Objectives

As a school our aims, values and policies are fully reflected through all our work. Our aim is to Strive for Excellence and this is translated into different formats for different purposes. The list below gives an indication of the educational directions for the school:

- A school which delivers teaching of the highest quality, that motivates, stimulates and challenges the pupils.
- A school with an effective staff who are constantly seeking to improve their own skills and share good practice in order to further raise pupils' attainment.
- A school which provides a curriculum that is meaningful and relevant to the pupils, and which provides them with the knowledge and skills they will require in the world of work.

- A school which provides a curriculum offering equality of opportunity to all whilst stretching the gifted and talented and supporting those with difficulties.
- A school which, as an Engineering College, strives for an ethos that is technological, innovative, vocational and enterprising.
- A school which promotes the Social, Moral, Spiritual and Cultural development of its pupils so they are able to join the adult world as caring, responsible citizens.
- A school which works in partnership with parents who visit the school regularly and take an active part in their child's education.
- A school which has a good reputation within the community and whenever possible works in partnership with the wider community.
- A school well run by the Headteacher and a fully active Governing Body.
- A school which is constantly striving for excellence – striving to raise standards in all aspects of school life.
- A school, pupils are sad to leave.

and this publication scheme is a means of showing how we are pursuing these aims.

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:

<i>School Prospectus</i>	information published in the school prospectus.
<i>Governors' Documents</i>	information published in the Governors Annual Report and in other governing body documents.
<i>Pupils & Curriculum</i>	information about policies that relate to pupils and the school curriculum.
<i>School Policies and other information related to the school</i>	information about policies that relate to the school in general.

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. [or you can visit our website at www.woodchurchhigh.com.]

Email: **schooloffice@woodchurch-high.wirral.sch.uk**

Tel: **0151 677 5257**
Fax: **0151 678 1906**
Contact Address: **Woodchurch High School, Carr Bridge Road, Woodchurch,
Wirral, CH49 7NG**

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 **[and isn’t listed
on our website]**, you can still contact the school to ask if we have it.

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, CD’s or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated in the description box. (5p per page plus postage and packaging).

Classes of Information Currently Published

School Information - this section sets out information published on the school website.

Class	Description
School Information	<p>School contact details</p> <ul style="list-style-type: none"> • school's name, postal address and telephone number • the main school office will deal with queries from parents and other members of the public and direct to the relevant member of staff <p>Admission arrangements</p> <ul style="list-style-type: none"> • published admission arrangements, including: <ul style="list-style-type: none"> ○ arrangements for selecting the pupils who apply ○ oversubscription criteria (how we offer places if there are more applicants than places) ○ an explanation of what parents should do if they want to apply for their child to attend the school • how parents can find out about the school's admission arrangements through the local authority <p>Ofsted reports</p> <ul style="list-style-type: none"> • copy of the school's most recent Ofsted report • link to the webpage where users can find our most recent Ofsted report <p>Exam and assessment results</p> <p>Key stage 4 (KS4) results</p> <ul style="list-style-type: none"> • percentage of pupils who achieved a grade C or above in GCSEs (or equivalent) in 5 or more subjects, including English and maths • percentage of pupils who achieved the English Baccalaureate • percentage of pupils who have achieved at least the minimum expected levels of progress in English and maths between KS2 and KS4 <p>Performance tables</p> <ul style="list-style-type: none"> • link to the school and college performance tables.

	<p>Curriculum</p> <ul style="list-style-type: none"> • the content of the curriculum the school follows in each academic year for every subject • a list of the courses available to pupils at KS4, including GCSEs • how parents or other members of the public can find out more about the curriculum the school is following <p>Behaviour policy</p> <ul style="list-style-type: none"> • Behaviour policy <p>Pupil premium</p> <ul style="list-style-type: none"> • how much pupil premium funding the school received for this academic year • details of how we intend to spend the funding, including reasons and evidence • details of how we spent the pupil premium funding received for last academic year • how it made a difference to the attainment of disadvantaged pupils <p>Year 7 literacy and numeracy catch-up premium</p> <ul style="list-style-type: none"> • how much year 7 catch-up premium the school received for this academic year • details of how we intend to spend the funding • details of how we spent your year 7 catch-up premium last academic year • how it made a difference to the attainment of the pupils who attract the funding <p>PE and sport premium for primary schools</p> <ul style="list-style-type: none"> • how much PE and sport premium funding the school received for this academic year • a full breakdown of how we have spent or will spend the funding this year • the effect of the premium on pupils' PE and sport participation and attainment • how we will make sure these improvements are sustainable <p>Special educational needs (SEN) report</p> <ul style="list-style-type: none"> • Policy for pupils with SEN
--	--

- school's admission arrangements for pupils with SEN or disabilities
- the steps we have taken to prevent pupils with SEN from being treated less favourably than other pupils
- details of the school's access facilities for pupils with SEN
- the accessibility plan your governing body has written in compliance with [paragraph 3 of schedule 10 to the Equality Act 2010](#)

Governors' information and duties

- details of each governor's:
 - business interests
 - financial interests
 - governance roles in other schools
- the structure and responsibilities of the governing body and committees

Charging and remissions policies

- the activities or cases for which the school will charge pupils' parents
- the circumstances where the school will make an exception on a payment we would normally expect to receive under our charging policy

Values and ethos

- statement of the school's ethos and values.

If a parent requests a paper copy of the information on the school's website, this will be provided free of charge.

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
Stakeholders' Information	<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 • Annual Financial Statement, including gifts made to the school and amounts paid to governors for expenses • Memorandum and Articles of Association • 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 • 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

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	
Sex Education Policy	Statement of policy with regard to sex and relationship education. See Prospectus.	
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 4.	
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i> . The school follows the LEA model policy on child protection.	
Pupil Discipline	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 summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character. <i>Summary Free of Charge, Full Report 5p per page plus postage and packaging.</i>
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 <i>5p per page plus postage and packaging.</i>
Complaints procedure	Statement of procedures for dealing with complaints

[** Information available on our website]
[Our website is at (www.woodchurchhigh.com)]

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

School Business Manager
Woodchurch High School
Carr Bridge Road
Woodchurch
Wirral
CH49 7NG

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