

Shine as Lights in the World- Philippians 2.15

At Wychwood we aspire to shine as lights in the world, fostering a life-long love for learning. Building a strong community through loving relationships, together we are curious about the world with an understanding of our responsibility to care for it and in doing so promoting respect for people and the planet.

This is Wychwood CE Primary 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 setting out:

- The classes of information 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 either available for you on our website to download and print off or available in paper form directly from the school.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the public authority model publication scheme approved by the Information Commissioner.

2. Aims and Objectives

Wychwood CE Primary School we all work together to develop individuality and independence, fulfil potential through high expectations and nurture responsible and

respectful citizens. This publication scheme is as 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.

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, or letter. Contact details are set out below:

Email: office.3257@wychwood-pri.oxon.sch.uk

Tel: 01993 830059

Website: <http://www.wychwood-pri.oxon.sch.uk>

Contact Address: Wychwood CE Primary School
Milton Rd.
Shipton under Wychwood
Chipping Norton, OXON
OX7 6BD

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 on our website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on the school's 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. If your request means that we have to do a lot of photocopying, or pay a large postage charge, or is for a priced item such as some printing publications we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign.

6. Guide to information

Information to be published	How the information can be obtained (hard copy and/or website) www.wychwood-pri.oxon.sch.uk	Cost
Class 1- Who we are and what we do Wychwood CE Primary School Milton Road Shipton under Wychwood Chipping Norton Oxon OX7 6BD Office.3257@wychwood-pri.oxon.sch.uk	School website	
School staff and structure	School website	
Governing body-names and contact details of the governors and their basis of appointment	School website	
School session times and term dates	School website	
Class 2- What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year.		
Annual budget plan and financial statements	Hard copy	15p per sheet
Procurement and projects	Hard copy	15p per sheet
Capital funding- building and other capital projects	Hard copy	15p per sheet
Pay policy	Hard copy	15p per sheet
Staffing, pay and grading structure	Hard copy	15p per sheet
Governors' allowances	Hard copy	15p per sheet

School policies including: Charging Policy, Health and Safety, Complaints Procedure, Staff Code of Conduct Policy, Safeguarding and Child Protection Policy, Discipline and Grievance Policy, and Pay Policy	Some policies are available on the website, others by hard copy upon request.	15p per sheet
Pupil and curriculum policies including: Home-school agreement, Curriculum Policy, Sex and Relationship Education Policy, Special Educational Needs Policy, Accessibility Policy and Plan, Equality Policy and Plan, Collective Worship Policy and Behaviour Policy	Some policies are available on the website, others by hard copy upon request.	15p per sheet
Records management and personal data policies including: Records retention, destruction and archive policies and Data Protection including Freedom of Information.	Hard copy	15p per sheet
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff and Equality Policy and Plan	Hard copy	15p per sheet
Charging regimes and policies: Charging policy	School Website	
Class 6- Lists and Registers Currently maintained lists and registers only	Inspection	
Asset register, any information the school are currently legally required to hold in publicly available registers (This does not include attendance registers)	Inspection	
Class 7- The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	School Website	
Out of school clubs	School Website	
School publications	N/a	
Services for which the school is entitled to recover a fee, together with those fees	N/a	
Newsletters	School Website	
Additional Information General school related information	School Website	

Schedule of Charges- How the charges have been arrived.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @15p per sheet A4 (black & white)	Paper, use of copier, time taken by member of staff
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	When relevant	In accordance with the relevant legislation (quote the actual statue)

7. Feedback and Complaints

We welcome any comments or suggestions you 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:

Data Protection Officer
Wychwood CE Primary School
Milton Road
Chipping Norton
Oxfordshire OX7 6BD

Or via email: office.3257@wychwood-pri.oxon.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, Wycliff House, Water Lane, Wilmslow, Cheshire SK9 5AF

Or

Enquiry/Information Line: 0303 123 1113

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

Website: www.information.gov.uk

Agreed by Governors: June 2025

Review: June 2027