



Freedom of Information Publication Scheme

This policy was updated in November 2023

The policy must be reviewed and updated at least every 3 years

The Board of Trustees is responsible for maintaining 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 either available for you on our website to download and print or is available in paper form from the school.

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. 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 5 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- **Trustee's documents** - information published as a result of full trust board and committee meetings.
- **Student's curriculum** - information about policies that relate to students and the school curriculum.
- **School Policies** - information about policies that relate to the school in general.

3. How to request information

If the document you require is not available on the school web site (www.meadowbrook.oxon.sch.uk) please contact the school by email, fax or letter. Contact details are set out below.

Post:	Meadowbrook College Raymund Road Marston Oxford OX3 0FS
Email:	officeox@meadowbrookcollege.org
Website:	www.meadowbrook.oxon.sch.uk

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

4. Paying for information

Information published on our website is free, although you may incur costs from your Internet provider. If you do not have internet access you can access our site from a local library or an internet cafe.

Single copies of information covered by this publication are provided free unless stated otherwise in Section 5. 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.

5. Classes of Information Currently Published

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

Class	Description
School Prospectus	As an Alternative Provider Academy, Meadowbrook College does not currently have a school prospectus

Information relating to the governing body - this section sets out information published in governing body documents and is regularly updated on the school website.

Class	Description
Membership	Details of the Trust Board membership, including names and status of Trustees and the name and address of the Chair and the Clerk.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Minutes of meeting of the Trust Board and its committees	Minutes from Trustees board and committee meetings are available on request

Students and Curriculum Policies - this section gives access to information about policies that relate to students and the school curriculum.

Class	Description
Home - school agreement	Written statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its students - for example homework arrangements.
Curriculum Policy	Statement on following the policy for national curriculum subjects, including any syllabus followed by students at the school.
Information and Guidance	Statement of the programmes of information and guidance provided for students
Behaviour	Written statement of general principles on behaviour including any anti bullying policy as appropriate.

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

Class	Description
Accessibility Plans	Written plan of improvements to access for students with disabilities.
Attendance	Information about the school's expectations and procedures for student
Charging policy	A statement of the school's policy with respect to charges for any optional extra costs or board and lodging, for which charges are permitted, for example music
Child Protection Policy	Statement of general principles on Child Protection arrangements.
Complaints procedure	Statement of procedures for dealing with complaints.
Published reports of OfSTED	A link to the last inspection of the school and the summary report.
School Improvement Plan	A summary of the school's principal objectives in the current School Improvement Plan.
School session times	Details of school session and dates of school terms and holidays are available in the Key
Special Education Needs	Information about the school's policy on providing for students with special educational needs.

Other documents	<p>Other documents/policies held by the school and available on request:</p> <ul style="list-style-type: none"> Acceptable use of ICT Admissions Community Cohesion Disability Equality Scheme Equality Health and Safety Policy Instrument of Government Performance Management of Staff Pay Policy Safer recruitment
------------------------	---

6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you would like to make any comments about this publication scheme, or if you require further assistance or need to make a complaint, then initially this should be addressed to the PA to the Headteacher.

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 545 745 E-mail: publications@ic-foi.demon.co.uk

Trustee Approval and Review Dates

This policy was updated in November 2023

The policy was approved by the Radcliffe Academy Trustees on 24th November 2023

It is due for review by November 2026

Date	Author	Change	Reviewed by Trustees
18.11.2020	BM	change to address	11.12.20
16.11.23	BM	Page 3: Information relating to Governing body table. I have changed it to read the trust board meeting notes are available on request and no longer published on the website.	24.11.23