Shiplake C.E. Primary School
Memorial Avenue
Shiplake , Oxon
RG9 4DN
0118 940 2024
office.3810@shiplake.oxon.sch.uk

Where there is no guidance, a people falls, but in abundance of counsellors there is safety' : Proverbs 11.14

Shiplake CE Primary School and Little Squirrels @ Shiplake Primary

Freedom of Information Publication Scheme
Reviewed May 2025

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 currently available in paper form from the school office. 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.

1. Aims and Objectives

At Shiplake CE Primary School, our Mission Statement is: The ethos of Shiplake CE Primary School is built upon mutual respect, good behaviour and the pursuit of high academic standards within a Christian and moral culture.

The school encourages the co-operation of each individual to realise his or her own potential across a broad range of skills, within a happy, motivated and friendly community.

This publication scheme is a means of showing how we are pursuing this Mission Statement.

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 4 of this scheme.

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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.

• Information relating to the governing body – information published 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.

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter:

Shiplake CE Primary School, Memorial Avenue, Shiplake, Henley on Thames RG9 4DN
Telephone : 0118 940 2024
Email : office.3810@shiplake.oxon.sch.uk

To help us process your request quickly, please clearly mark any correspondence PUBLICATION SCHEME REQUEST. If the information you are looking for is not available via the school, you can still contact the school to ask if we have it.

3. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider.

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.

4. Classes of information currently published

Document	Description
School Prospectus	The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion):

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	• 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

Information related to the Governing Body

Document	Description
Instrument of Government	• 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 of each category of governor if less than 4 years • The name of anybody 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
Minutes of meeting of the Governing Body and its committees **Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this**	Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)

Pupils and Curriculum Policies

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Document	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
Equality Policy	Statement of policy for promoting equality for all minority groups
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 Headteacher to prevent bullying

Other information

Document	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
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 and 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
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 head teacher on the effectiveness of appraisal procedures

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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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
Admissions Policy	Statement of the school's policy on admissions

5. 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 Katherine Page-Howie, Headteacher, using the contact details given above.

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
Telephone: 01625 545 700
Email: publications@ic-foi.demon.co.uk
Website : www.informationcommissioner.gov.uk

M Harris
May 2025
Annual Review
Name change – July 2022