

# **This is Wykham Park Academy (Banbury), Space Studio Banbury, Dashwood Banbury Academy and Harriers Banbury Academy'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 and academies, 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 off or available in paper form.

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. Aims and Objectives**

The academies aim to be world leaders in aspirations education. We will do this by improving pupil and student learning and enhancing pupil and student wellbeing, in order to provide outstanding education for everyone.

And 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.

#### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact either Wykham Park Academy (Banbury), Space Studio Banbury, Harriers Banbury Academy or Dashwood Banbury Academy by telephone, email, or letter. Contact details are set out below.

Wykham Park Academy (Banbury):

Email: [office@wykhampark-aspirations.org](mailto:office@wykhampark-aspirations.org)

Tel: (01295) 251451

Contact Address: Ruskin Road, Banbury, OX16 9HY

Space Studio Banbury

Email: [office@spacestudiobanbury.org](mailto:office@spacestudiobanbury.org)

Tel: (01295) 257942

Contact Address: Ruskin Road, Banbury, OX16 9HY

Dashwood Banbury Academy

Email: [office@dashwood-aspirations.org](mailto:office@dashwood-aspirations.org)

Tel: (01295) 263240

Contact Address: Merton Street, Banbury, OX16 4RX

Harriers Banbury Academy

Email: [office@harriers-aspirations.org](mailto:office@harriers-aspirations.org)

Tel: (01295) 263067

Contact Address: Harriers View, Bloxham Road, Banbury, OX16 9JW

To help us process your request quickly. Please mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please)

If the information you are looking for is not available via the scheme you can still contact the academy to ask if we have it.

Freedom of Information requests which cannot be met by this scheme should be addressed to Miss Sylvia Thomas, Principal, who is the FOI Request Manager at Wykham Park Academy (Banbury).

#### 5. Paying for information

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

#### 6. Classes of Information Currently Published

**Governing Body information** – this section sets out information published on the academy website:

<a href="#">Membership and Public Documents</a>	Details of the governing body membership, including name of chair and administrative support. Public documents relating to the Aspirations Academies Trust and to Wykham Park Academy (Banbury) Local Advisory Board
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**Policies and other information related to the academy** – this section gives access to information about policies that relate to the school in general: [Wykham Park Academy \(Banbury\) Policies](#)

<b>Class</b>	<b>Description</b>
Accessibility Plan	Accessibility and action plan for Wykham Park Academy (Banbury)
Admissions Policy 2018	Wykham Park Academy (Banbury) Admissions Policy for September 2018 Entry
Admissions Policy 2019	Wykham Park Academy (Banbury) Admissions Policy for September 2019 Entry
Anti-Bullying Policy	Statement of the academy's policy with respect to the recognition and procedures for dealing with issues of bullying
Attendance Policy	Statement of the academy's policy with respect to expectations, aims and the procedures followed for students' attendance.
Behaviour Strategies	Statement on procedures and policies at work in the Academy for managing and improving student behaviour through rewards and positive action.
CCTV Policy	Statement of the academy's review, management, operation, and use of closed circuit television (CCTV).
Charging and Remissions Policy	Statement of the academy's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example academy publications, music tuition, trips
Complaints Policy	Statement of procedures for dealing with complaints
Exclusions Policy	Statement of procedures for dealing with exclusions
Freedom of Information Policy	Statement on information available under the Freedom of Information Act.
GDPR Data Protection Policy (Aspirations)	Statement of how The Aspirations Academies Trust keeps and processes certain information about its staff members and pupils in accordance with its legal obligations under the General Data Protection Regulation (GDPR).
Governance of the Aspirations Academies Trust	The remit and scheme of delegation for the Aspirations Academies Trust Board which provide the sole agreed framework within which the Board/Governing Body operates.
Home Academy Agreement	Statement of Wykham park Academy's expectations for students, staff and parents.
Homework Policy	Statement on the setting of purposeful, good quality homework crucial in contributing to the development of independent learning skills
Medical Conditions Policy	Statement on the provision of support for pupils with medical conditions.
Mobile Phone Policy	Statement of the Academy's framework governing the use of mobile phones in the Academy
<a href="#">Ofsted Reports</a>	Link to the Ofsted website where published reports referring expressly to the school can be accessed.
Presentation Policy	Statement of the aims, the role of students and staff and the monitoring of the impact of the policy.
Privacy Notice	How we use personal information about students and who we may pass the information onto is detailed in the Privacy Notice.
Promoting British Values	Report on how Wykham Park Academy (Banbury) promotes British Values as part of the spiritual, moral, social and cultural (SMSC) development of their students
Protocol for Young Carers	Statement of general policy with respect to pupils who fulfil a caring role at home
Public Sector Equality Duty	Statement of procedures adopted by the governing body relating to tackling inequalities and promoting an understanding of the principles and practices of equality and justice
Safeguarding and Child Protection Policy	Statement of procedures for safeguarding and child protection

<b>Class</b>	<b>Description</b>
SEND Information Report	Report on the provision and identification of pupils with special educational needs
SEND Policy	Statement of policy on strategies and interventions for students with Special Educational Needs and Disabilities
Teaching and Learning Policy	Statement of expectations, strategies, support and standards for high quality teaching and learning at Wykham Park Academy (Banbury).
Uniform Policy	Wykham Park Academy (Banbury) Uniform Policy.
Whistleblowing Policy	Statement to enable workers to raise concerns in the appropriate manner.

*All information is correct at the time of publication*

## **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 the Executive Head.

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)**