

FREEDOM OF INFORMATION Publication Scheme

This scheme follows the model approved by the Information Commissioner and sets out the classes of information which we publish or intend to publish; the format in which the information will be made available and whether the information is available free of charge or on payment.

1. Classes of information

Information that is available under this scheme includes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- The services we offer

Information which **will not** be made available under this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

2. Information available on our website

Every local-authority maintained school must publish specific information on its website to comply with [The School Information \(England\) \(Amendment\) Regulations 2016](#).

The information specified is as follows:

1. School contact details
2. Admission arrangements
3. Ofsted reports
4. Exam and assessment results
5. Performance tables
6. Curriculum
7. Behaviour policy
8. School complaints procedure
9. Pupil premium
10. PE and sport premium for primary schools
11. Special educational needs (SEN) and disability information
12. Equality objectives
13. Governors' information and duties
14. Charging and remissions policies
15. Values and ethos
16. Details of how to request paper copies of documents

3. How to request information

Requested documents under the publication scheme will be delivered electronically where possible, but paper copies can be provided by contacting the school using the below contact details.

dpo@omegamat.org or telephone 01925 724118

To enable us to process your request quickly, please mark all correspondence:

“FREEDOM OF INFORMATION REQUEST”

Documents can be translated under disability legislation into accessible formats where possible.

4. Charges

Documents contained in this scheme are free to view on the school website or single paper copies are available free of charge to parents and prospective parents of the school who request them.

5. Feedback

We welcome any comments or suggestions you may have regarding this scheme.