Oak Bank School

Freedom of Information Publication Scheme

Prepared by	Approved by	Date Approved	GB/ Committee	Review Period	Next Review
LB	Board of Trustees	July 2026	Board of Trustees	Annual	July 27

Introduction

This publication scheme outlines the information routinely published by Oak Bank School in compliance with the Freedom of Information Act 2000. Our aim is to be transparent and open, making information easy to access. If you require information not listed below, or wish to make a formal FOI request,

please contact: **P Collier**
Email: Office@oakbank.beds.sch.uk

Address: Oak Bank School, Sandy Lane, Leighton Buzzard, LU7 3BE

Phone: 01525 374 559

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.
There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).
Schools must adopt the ICO's model scheme and make it publicly available.

For more information about the model publication scheme, visit the Information Commissioner's Office at ico.org.uk

Guide to information alongside the scheme

Class one: Who we are and what we do (organisational information, structures and contacts) (current information only) Website – Free Hard Copies – 5p per page	
Who's who in the school	**Website:** https://www.oakbank.beds.sch.uk/about-us/our-staff/ **Hard copy:** available on request – contact school
Who's who on the governing body and the basis of their appointment	**Website:** https://www.oakbank.beds.sch.uk/about-us/academytrustgovernance/ **Hard copy:** available on request – contact school
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible) Address of school and contact details, including email address.	**Website:** https://www.oakbank.beds.sch.uk/contact-us/ **Hard copy:** available on request – contact school

Staffing structure	**Website:** https://www.oakbank.beds.sch.uk/about-us/our-staff/ **Hard copy:** available on request – contact school
Instrument of Government / Articles of Association	**Website:** https://www.oakbank.beds.sch.uk/about-us/academytrustgovernance/ **Hard copy:** available on request – contact school
School/academy prospectus	**Website:** https://www.oakbank.beds.sch.uk/about-us/prospectus/ **Hard copy:** available on request – contact school
School/Academy session times and term dates	**Website:** https://www.oakbank.beds.sch.uk/key-information/term-dates/ **Hard copy:** available on request – contact school
Class two: – What we spend and how we spend it. Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. (Current and previous financial year as a minimum)	
Annual budget and financial statements	https://www.oakbank.beds.sch.uk/key-information/reports/financial-statement/ **Hard copy:** available on request – contact school
For academies: Annual accounts	https://www.oakbank.beds.sch.uk/key-information/reports/financial-statement/ **Hard copy:** available on request – contact school
Capital funding	Hard copy: available on request – contact school

Financial Audits reports	Hard copy: available on request – contact school
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy: available on request – contact school
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy: available on request – contact school
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available on request – contact school
For academies: Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Hard copy: available on request – contact school
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available on request – contact school
Procurement and contracts we have entered into	Hard copy: available on request – contact school
Details of any premiums we receive such as Pupil premium.	**Website:** https://www.oakbank.beds.sch.uk/about-us/pupil-premium/ https://www.oakbank.beds.sch.uk/wp-content/uploads/2024/07/PE-premium-2023-24-competed.docx.pdf Hard copy: available on request – contact school

Class 3 – What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum (hard copy or website)	
Performance Data Ofsted Results	https://www.compare-school-performance.service.gov.uk/school/140286/oak-bank-school https://www.oakbank.beds.sch.uk/key-information/reports/ofsted-report/
Exam and assessment results	Hard copy: available on request – contact school
Performance tables	Hard copy: available on request – contact school
Careers programme information	Hard copy: available on request – contact school
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Hard copy: available on request – contact school
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive	https://www.compare-school-performance.service.gov.uk/school/140286/oak-bank-school
Class 4 – How we make decisions. Decision making processes and records of decisions. Current and previous three years as a minimum (hard copy or website)	
Admissions policy and, where applicable, admission decisions	https://www.oakbank.beds.sch.uk/wp-content/uploads/2024/12/Admissions-Policy.pdf
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy: available on request – contact school

Class 5 – Our policies and procedures. Current written protocols, policies and procedures for delivering our services and responsibilities. (Current information only)	
Data Protection Policy Charging & Remissions Policy	https://www.oakbank.beds.sch.uk/wp-content/uploads/2025/06/Data-Protection-Policy.pdf https://www.oakbank.beds.sch.uk/key-information/gdpr-and-privacy-notices/ https://www.oakbank.beds.sch.uk/wp-content/uploads/2025/06/Charging-and-Remission-Policy.pdf Hard copy: available on request – contact school
Safeguarding and child protection, including protecting children's personal data	https://www.oakbank.beds.sch.uk/wp-content/uploads/2024/09/Child-Protection-and-Safeguarding-Policy.pdf https://www.oakbank.beds.sch.uk/key-information/policies/ Hard copy: available on request – contact school
Equality and Diversity	https://www.oakbank.beds.sch.uk/wp-content/uploads/2023/03/Equality-Information-and-objectives-statement-for-publication.pdf
Policies and procedures relating to recruitment and human resources	Hard copy: available on request – contact school
Special educational needs	https://www.oakbank.beds.sch.uk/wp-content/uploads/2024/12/SEN-Information-Report-and-SEN-Policy.pdf Hard copy: available on request – contact school
Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	https://www.oakbank.beds.sch.uk/wp-content/uploads/2026/06/Complaints-Policy.pdf https://www.oakbank.beds.sch.uk/wp-content/uploads/2026/01/Data-Protection-Policy-2526.pdf Hard copy: available on request – contact school
Pay Policy	Hard copy: available on request – contact school

Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	https://www.oakbank.beds.sch.uk/wp-content/uploads/2025/06/Data-Protection-Policy.pdf https://www.oakbank.beds.sch.uk/key-information/gdpr-and-privacy-notices/ Hard copy: available on request – contact school
Class 6 – Lists and Registers. Currently maintained lists and registers only (this does not include the attendance register) (hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	https://www.oakbank.beds.sch.uk/curriculum/ https://www.oakbank.beds.sch.uk/key-information/objectives-key-results-okrs-target-setting/
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy: available on request – contact school
Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection only – contact school
Asset register and Information Asset register	Inspection only – contact school
Class 7 – The services we offer. Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. (Current info only) (hard copy or website; some information may only be available by inspection)	
Our publications, leaflets, books and newsletters	https://www.oakbank.beds.sch.uk/ Hard copy: available on request – contact school
Additional Information Any information that is not itemised in the lists above	Contact the school

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Electronic Copies		Free
Disbursement cost	Photocopying @5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)