

Freedom of Information



This publication scheme is for the Europa School UK, a free school established under the Academies Act (2010). This scheme is written for compliance with the Freedom of Information Act 2000.

The Chair of the Governing Body is responsible for the governance of this scheme on behalf of the school, and the scheme may be reviewed from time to time.

The purpose of the scheme is to give a clear indication of which of the school's publications are routinely accessible, so that the public can be informed as far as is reasonably possible of the purpose and nature of the school's activities, and to assist in developing a greater culture of openness in general.

Throughout this scheme the Europa School UK endeavours to be as transparent as possible about its activities, while at the same time recognising that sensitive material such as that relating to individuals or which involves confidential commercial considerations cannot be made publicly available.

All material associated with the definitions in the classes contained in the scheme is available either in hard copy, electronically or via the Europa School UK website, and are offered free of charge at the present time. Contact details are given below.

FOI Publication Scheme

The school's Freedom of Information publication scheme follows the standard format required by the Information Commissioner from January 2009. It sets out the information that the Europa School publishes or intends to publish.

Printed versions of documents and web pages produced by Europa School UK are available. A fee may be charged.

In accordance with the Information Commissioner's guidance for educational institutions, our publication scheme sets out the following classes of information.

You can find out more by reading on or jumping direct using the links below:

1. [Who we are and what we do](#): organisational information, structures, locations and contacts.
2. [What we spend and how we spend it](#): financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.
3. [How we make decisions](#): decision making processes and records of decisions.
4. [What our priorities are and how we are doing](#): strategies and plans, performance indicators, audits, inspections and reviews.
5. [Our policies and procedures](#): current written protocols, policies and procedures for delivering our services and responsibilities.

The Principal ([Peter Ashbourne](#)) is responsible for maintaining the scheme on behalf of the Europa School UK. It is important to us that this Publication Scheme meets your needs. If you find the scheme difficult to understand, [please let us know](#). We also welcome suggestions as to how the scheme might be improved. Any questions, comments, or complaints about this scheme should be sent in writing to:

Who we are and what we do



Organisational information, locations, and contacts, constitutional and legal governance.

The Europa School UK is a state-funded Free School, established by its Funding Agreement between the Europa School UK Trustees and the UK Department for Education. The activities of the school are specified by its Funding Agreement and the Academies Act 2010.

The Europa School UK was founded initially as a non-profit UK Company and is registered with Articles of Association at Companies House. The Europa School UK is formally a Company Limited by Guarantee in England & Wales with Registration Number: 7649335. The Europa School UK received preliminary approval for opening in October 2011 and entered into its Funding Agreement on 28th June 2012.

At the date of the Funding Agreement, the Europa School UK became an exempt charity. This means that the Europa School UK is subject to UK law on charities but the school is not required to register with the Charity Commission.

The Europa School UK is sited at:
Europa School UK, Thame Lane, Culham, Abingdon OX14 3DZ

The Governing Body of the Europa School UK consists of seven Governors nominated by the Trustees of Europa School UK, the Principal of the school, two Governors elected by the staff of the school, two Governors elected by the parents of children in the school and one or more co-opted Governors. The [current list of Governors and Trustees](#) is on this website

The [Funding Agreement](#) is available on this website as a PDF document.

The [Articles of Association](#) are available on this website as a PDF document.

Admissions – 84 places are available in Reception each year, split between three classes of 28, one studying through English and French another through English and German and one more through English and Spanish. [Further details](#) are available on this website.

Education – The Europa School UK provides a multilingual programme of education for children of all abilities. Children are taught bilingually on entering the Reception Classes at age 4. The school also has a specialization in science. Details are set out in the [School Prospectus](#)

Funding – set out in detail in the [Europa School UK financial pages](#).

What we spend and how we spend it



Financial information relating to income and expenditure, and assets and liabilities.

School Accounts and Governors' Report – these are published annually on this website. [Financial Statements](#)

Remuneration – details of salaries that are subject to disclosure may be found in the relevant Governors' report for that year. With the exception of the Principal and Staff Governors, no Governor is in receipt of payments from ESUK, apart from the audited reimbursement of expenses.

Employees' Handbook – an employees' handbook is available to staff of the school on application to the Principal.

Value for Money – a [statement made by the Principal](#) in his capacity as Accounting Officer for Europa School UK is available on this web-site.

What our priorities are and how we are doing



Strategy and performance information, plans, assessments, inspections and reviews.

The Europa School UK is established as an all-ability, all-through (4-18), Free School to provide multi-cultural, multilingual European Education.

The school has a specialization in science as well as providing bilingual education in French/English, German/English and Spanish/English from age 4 (Reception class).

The school's activities are governed by its [Funding Agreement](#), the policies and procedures of the UK Department for Education as they apply to [Free Schools](#) and the [Admissions Policy](#) of the school.

The employment policy of Europa School UK is to employ fully qualified teachers for all teaching posts in the school and to require at least a [C2 level](#) of competence in the Common European Reference Framework for Languages, in order to be permitted to teach in the required language. A [list of current staff](#) of the school is available on this web-site.

An annual review of the school's operation and finances is set out in the Governors' Report.

The activities of the Governing Body are set by the Funding Agreement and the [overall vision](#) for the school articulated by the Trustees: "The driving vision for the school is that every pupil should develop a deep understanding and enjoyment of all learning, particularly the Sciences. Pupils who graduate should be fluent and literate in at least two languages. This will fully prepare them for a future in which language skills and a global perspective will enhance job prospects and enable a richer cultural life."

The Governing Body is responsible for the administration and management of the school. Membership is set out in the [Governing Body](#) section of this website.

The school was inspected in 2014, our OFSTED report can be found on the [OFSTED Website](#). A survey of [parental opinion](#) is found on this website.

How we make decisions

Decision making processes and records of decisions



Decisions are made by, or ratified by, the Europa School's Governing Body, which meets about 6 times a year.

Committees of Governing Body meet typically twice a term in advance of meetings of the Governing Body, to prepare recommendations to Governing Body, or to take decisions on matters delegated to Committees by Governing Body.

There are currently three committees of the Governing Body: Premises and Liaison Committee, Education Committee and Finance and General Purposes Committee.

A printed set of minutes of the Governing Body is available for inspection in the Principal's office.

Our policies and procedures



Current written protocols for delivering our functions and responsibilities.

The current objectives and strategic priorities for Europa School UK are set out annually in the Report of the Governing Body, incorporated in the [School's Accounts](#).

The current policies of Europa School UK in the following areas are available at the marked web-links on this website.

- [Anti-Bullying](#)
- [Attendance](#)
- [Behaviour](#)
- [Exclusion](#)
- [Charging](#)
- [Complaints](#)
- [Data Protection](#)
- [Freedom of Information](#)
- [Health & Safety](#)
- [Home School Agreement](#)
- [Safeguarding/Child Protection](#)
- [SEN](#)
- [Secondary Learning Policy](#)
- [Sex Education](#)

Bribery and Fraud Policy – the policy of the Europa School UK is contained within the school's Finance Manual, a copy of which is available for inspection in the Principal's office

Fire Safety Policy – available in hard copy in the Principal's office

Environmental Policy – hard copy in the Principal's office.

Risk Management Policy – the major risks to which the Europa School UK is exposed, as identified by the Governing Body, are regularly reviewed and systems are maintained to monitor and, where possible, reduce these risks. An annual risk review takes place in the context of the school's audit.

Equality Policy – available as hard copy in the Principal's office or on the Equality section of this web-site.

The services we offer

Advice and guidance; booklets and leaflets; report forms.

Admissions – information on how to apply is available in the [Admissions](#) section of this website.



Information on the school held by the Department for Education, including comparative performance, is available [here](#).

Information on school meals is available in the [Canteen](#) section of this website.

Information on [Transport](#) to the school is available on this website.

Information on the school's policies on visits by pupils away from the school's site (school trips) is shown [here](#).

Latest News – e-mail is used to communicate with parents of children in specific classes; news is also regularly updated on the [website home page](#).

The School's handbook for parents is found [here](#).

Forms for notifying [absence](#) or medical conditions are also available on this website

Responsibility for the scheme



The Information Officer of the Europa School UK has overall responsibility for the publication scheme. The person responsible for maintaining and managing the scheme is:

Information Officer: [Mr Peter Ashbourne](#)

School: Europa School UK

Address: Culham, Abingdon OX14 3DZ

Telephone [+44 \(0\) 1235 524060](tel:+44(0)1235524060)

Contact e-mail info@europaschool.uk.org

Other formats

If you would like this scheme, or any of the information it covers, in a more accessible format please contact the Information Officer to discuss additional ways in which the information may be made available to you.

Copyright

The copyright in this publication scheme and its contents is reserved to Europa School UK.

Complaints

If you have any comments about this scheme or are not satisfied that information is being published in accordance with this scheme, you should contact the Information Officer in the first instance (address above). If you are still dissatisfied please write to the Chair of the Governing Body, who will arrange for the matter to be reviewed internally.

Chair of Governing Body, Europa School UK, Culham, Abingdon OX14 3DZ