



## SOUTH WEST SCHOOLS' FEDERATION

### Publication Scheme on information available under the Freedom of Information Act 2000

The SWSF 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, 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 available on our websites at [www.swsf.org](http://www.swsf.org) with links from the school websites [www.woolacombe.devon.sch.uk](http://www.woolacombe.devon.sch.uk) and [www.combemartin-sch.org](http://www.combemartin-sch.org) and [www.bampton.devon.sch.uk](http://www.bampton.devon.sch.uk) 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

**Woolacombe School, Combe Martin Primary School and Bampton Church of England Primary School aims to:-**

- continually strive to raise the knowledge, skills and understanding of all;
- promote a sense of community where everybody sees themselves as a learner;
- promote self-esteem and to develop positive attitudes in all people towards themselves and others, their personal progress and academic achievement;
- develop a positive, stimulating and enjoyable learning environment, which encourages creative thinkers through problem solving and risk taking;
- promote the necessary skills to enable people to become highly motivated, independent learners who are curious and questioning; embrace new ideas and change positively;
- value each person as an individual and to foster a responsible attitude to all members of the school community;
- promote good communication and co-operation between the various interested groups associated with the school;
- establish a clear strategy for improvement, set targets and monitor progress;
- encourage clear leadership, which is sensitive but firm; encourage and promote healthier lifestyles
- raise the awareness of spirituality and spiritual matters;
- develop in the community an understanding of Climate Change and sustainability so that local action can have an impact upon the world in which we live.

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.

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.
- *School Profile and other information relating to the governing body* – information published in the School Profile and 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.

#### **4. HOW TO REQUEST INFORMATION**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below. or you can visit our website at

Woolacombe School [www.woolacombe.devon.sch.uk](http://www.woolacombe.devon.sch.uk)

Email: [excellence@swsf.org](mailto:excellence@swsf.org)

Tel: **01271 870551**

Fax: **01271 870556**

Contact Address: **Beach Road, Woolacombe, Devon, EX34 7BT**

Combe Martin Primary School [www.combemartin-sch.org](http://www.combemartin-sch.org)

Email: [b.read@swsf.org](mailto:b.read@swsf.org)

Tel: **01271 883 226**

Contact Address: **Hangman Path, Combe Martin, Devon EX34 0DF**

Bampton Church of England Primary School [www.bampton.devon.sch.uk](http://www.bampton.devon.sch.uk)

Email: [bamptonadmin@swsf.org](mailto:bamptonadmin@swsf.org)

Tel: **01398 331121**

Contact Address: **School Close, Bampton, Devon, EX16 9NW**

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

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

#### **5. Paying for information**

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

Paper copies will be charged at the rate of 10p per sheet. We will, therefore, let you know the cost before fulfilling your request. Postal costs will also be charged. However, all documents available through this scheme can be viewed in school.

## 6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

**School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul>

**School Profile and other information relating to the governing body**– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
<b>School Profile</b>	<p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> <li>• list information included in the school profile e.g. <ul style="list-style-type: none"> <li>○ performance data</li> <li>○ summary of Ofsted report</li> <li>○ school's intentions for the future, etc.</li> </ul> </li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes<sup>1</sup> of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees  <i>[current and last full academic school year]</i></p>

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<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

**PUPILS & CURRICULUM POLICIES** - This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
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 & Relationships 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.
Race Equality Policy **	Statement of policy for promoting race equality
Collective Worship **	Statement of arrangements for the required daily act of collective worship
Child Protection /Safeguarding Policies **	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Behaviour & Safety Policy **	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

**SCHOOL POLICIES AND OTHER INFORMATION RELATED TO THE SCHOOL** - This section gives access to information about policies that relate to the school in general.

• <b>Class</b>	• <b>Description</b>
<ul style="list-style-type: none"> <li>Published reports of Ofsted referring expressly to the school</li> <li>**</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>
<ul style="list-style-type: none"> <li>Ofsted inspection Self-Evaluation Form<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>A statement of the governing body's evaluation of the school's performance.</li> </ul>
<ul style="list-style-type: none"> <li>Charging and Remissions Policies</li> <li>**</li> </ul>	<ul style="list-style-type: none"> <li>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, trips</li> </ul>
<ul style="list-style-type: none"> <li>School session times and term dates **</li> </ul>	<ul style="list-style-type: none"> <li>Details of school session and dates of school terms and holidays</li> </ul>
<ul style="list-style-type: none"> <li>Health and Safety Policy and risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>
<ul style="list-style-type: none"> <li>Complaints procedure</li> <li>**</li> </ul>	<ul style="list-style-type: none"> <li>Statement of procedures for dealing with complaints</li> </ul>
<ul style="list-style-type: none"> <li>Performance Management of Staff</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>
<ul style="list-style-type: none"> <li>Staff Conduct, Discipline and Grievance</li> </ul>	<ul style="list-style-type: none"> <li>Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance</li> </ul>
<ul style="list-style-type: none"> <li>Pay Policy</li> </ul>	<ul style="list-style-type: none"> <li>Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.</li> </ul>
<ul style="list-style-type: none"> <li>Staffing Structure Implementation Plan</li> </ul>	<ul style="list-style-type: none"> <li>The school's plan for the implementation of any changes to its staffing structure following statutory review.</li> </ul>
<ul style="list-style-type: none"> <li>Curriculum circulars and statutory instruments</li> </ul>	<ul style="list-style-type: none"> <li>Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum</li> </ul>

## 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 Mrs Sandy Brown – Executive Head Teacher.

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)**

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