



Freedom of Information 2009 - 2010

Adopted	11 November 2009
Ratified	30th November 2009
Review Date	November 2010

1 Introduction

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 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 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 school aims to:

- enable every child to fulfill their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

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.

The classes of information that we undertake to make available are organised into four broad topic areas:

Document	Contents
School Prospectus	Information published in the school prospectus
Governors Documents	Information published in the Governors Annual Report and in other governing body documents
Staffing and Curriculum	Information about policies that relate to pupils and 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 out set out below.

Telephone : 01380 722816

Email : admin@st-peterscofe-devizes.wilts.sch.uk

Address : St Peter's C of E VA Primary School
Bath Road
Devizes
Wilts. SN10

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME" (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 your 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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying, or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes for information currently published

Key:£ = cost for copying ** = available on our website # = some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

6.1 School Prospectus**

The statutory contents of the school prospectus are as follows: (other items may be included in the prospectus at the school's discretion):

- the name, address and telephone number of the school, and the type of school;
- the names of the headteacher and the chair of governors;
- information on the school policy on admissions;
- a statement of the school's ethos and values;
- the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students;
- information about the school's policy on providing for students with special educational needs;
- number of students on roll and rates of students' authorized and unauthorized absences;
- National Curriculum assessment results for appropriate Key Stages, with national summary figures;
- the destination of school leavers numbers;
- the arrangements for visits to the school by prospective parents;
- the number of places for students of normal age of entry in the proceeding school year and the number of written applications/preferences expressed for those places.

6.2 Governors' Annual Report and other information relating to the governing body**

This section sets out information published in the Governors' Annual Report and in other governing body documents.

The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):

- details of the governing body membership, including name and address of chair and clerk;
- a statement on progress in implementing the action plan drawn up following an inspection;
- a financial statement, including gifts made to the school and amounts paid to governors for expenses;

- information about the implementation of the governing body's policy on students with special educational needs (SEN) and any changes to the policy during the last year;
- a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities, the accessibility plan covering future policies for increasing access by those with disabilities to the school.
- a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning;
- number of students on roll and rates of students' authorized and unauthorized absence;
- National Curriculum assessment results for appropriate Key Stages, with national summary figures;
- the destinations of school leavers;
- a statement of the extent to which proposals in the post-inspection action plan have been carried into effect.

6.3 Instrument of Government

- The name of the school;
- the category of the school;
- the name of the governing body;
- the manner in which the governing body is constituted;
- the term of office of each category of governor if less than 4 years;
- the name of any body entitled to appoint any category of governor;
- the date the instrument takes effect.

6.4 Minutes of meetings of the governing body#

Agreed minutes of meetings of the governing body (current and last full academic school year)

6.5 Students and Curriculum Policies

This section gives access to information about policies that relate to students and the school curriculum.

6.5.1 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 students for example homework arrangements

6.5.2 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.

6.5.3 Sex Education Policy

Statement of policy with regard to sex and relationship education

6.5.4 Special Education Needs Policy

Information about the school's policy on providing for students with special educational needs

6.5.5 Race Equality Policy

Statement of policy for promoting race equality

6.5.6 Child Protection Policy

Statement of policy for safeguarding and promoting welfare of students at the school.

6.5.7 Behaviour and Anti Bullying Policy

Statement of general principles on behaviour and discipline and of measures taken by the headteacher 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.

6.6 Published reports of Ofsted referring expressly to the school**

Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character (£1.50 for full report, or access website)

6.6.1 Post-Ofsted inspection action plan

A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character.

6.6.2 Charging and Remissions Policy

Details of school session and dates of school terms and holidays

6.6.3 Health & Safety Policy and Risk Assessment

Statement of general policy with respect to health and safety at work of employees (and others) and the organization and arrangements for carrying out the policy.

6.6.4 Complaints Procedure

Statement of procedures for dealing with complaints – ‘Who to contact if you have a problem’

6.6.5 Performance Management of staff

Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the headteacher on the effectiveness of appraisal procedures.

6.6.6 Staff Conduct, Discipline and Grievance

Statement of procedures for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

6.6.7 Curriculum Circulars and Statutory Instruments

Any statutory instruments, departmental circulars and administrative memorandum sent by the DfES to the headteacher or governing body relating to the curriculum.

Annex A

Annex A provides a list of other documents that are held by the school and are available on request.

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 Headteacher.

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 organization 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 545700

Email publications@ic-foi-demon.co.uk

Website : www.informationcommissioner.gov.uk

Annex A – Further documents held by the school

- Lettings
- Information & Communications Technology
- Financial Procedures Manual
- Pay
- Attendance
- PSHE
- Termination of Employment
- Leave of Absence
- Continuing Professional Development
- KS2 Test Security
- Spiritual, Moral, Social & Cultural
- Provision for Gifted and Talented Pupils
- Harassment & Bullying
- Induction Procedures
- Assessment
- Inclusion
- Equal Opportunities
- Early Years
- Collective Worship
- Guidelines for Use of Photographic Images
- Non – Smoking Guidelines