



Lympstone C of Primary School

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

| Version | Review frequency | Approved by | Date approved | Date of next review |
|---------|------------------|-------------------------------|---------------|---------------------|
| 1.0 | Annual | Finance & Personnel Committee | Mar 2013 | Mar 2014 |
| 2.0 | Every 2 years | Finance and personnel | March 2015 | March 2017 |
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The 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 for you on request.

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:

- Develop open and secure relationships which promote good communication and a shared understanding
- Engage and challenge the whole child by developing a range of skills and abilities through a curriculum that offers a wide variety of experience
- Develop a positive and strong work ethic to learning and encourage each individual to reach their full potential
- Insist on high standards of behaviour and polite conduct respecting the needs of others
- Promote individuals to take responsibility for their actions and to be aware that they are stewards of their environment
- Provide a well-resourced and orderly learning environment where high standards of work and presentation are seen as models of excellence
- Develop a committed school community which uses its full potential to work as a team for the common good in a supportive and positive manner.
- Develop a sense of pride in all that we achieve.
- Develop independence in each child.
- Instil the importance of our school values in all that we do.

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 five broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *Other information* – information published on the website 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.
- *Data* – assessment data is published annually for all Year 2 and Year 6 children. The school's achievement data is published annually based on National averages.

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 www.lympstone-primary.devon.sch.uk

Email: admin@lympstone-primary.devon.sch.uk

Tel: 01395 266580

Fax: 01395 266580

Contact Address: Lympstone C of E Primary School, School Hill, Lympstone, EX8 5JY

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.

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 any cost before fulfilling your request.

6. Classes of Information Currently Published

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

| Class | Description |
|--------------------------|--|
| School Prospectus | <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"> • information about the implementation of the governing body's policy on pupils with special educational needs and disabilities (SEND) and any changes to the policy during the last year • 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 <p>Our prospectus also contains information about day to day life at Lymptstone C of E School and is a true reflection and celebration of what we have to offer.</p> |

Other information – this section sets out information published on the website and in other governing body documents.

| Class | Description |
|---|---|
| Website | <p>The contents of the School's website includes:</p> <ul style="list-style-type: none"> ○ performance data ○ link to Ofsted report ○ school development plan ○ statutory policies ○ Financial details regarding grants, including pupil premium and the sports grant |
| Instrument of Government | <ul style="list-style-type: none"> • 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 • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect |
| Governing body and committee minutes | <p>Agreed minutes of meetings of the governing body and its committees are held in School and can be requested following ratification from the Clerk to the Governors.</p> |

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum. Paper copies are provided on request.

| Class | Description |
|---|--|
| 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 (Nat.Curr 2014) |
| Sex & Relationships Policy | Statement of policy with regard to sex and relationship education |
| Special Educational Needs and Disabilities Policy | Information about the school's policy on providing for pupils with special educational needs and disabilities. |
| Accessibility Plans | Plans for increasing participation of pupils in the school’s curriculum regardless of any individual needs, improving the accessibility of the physical environment and improving delivery of information to pupils and parents who may have a variety of different needs. |
| Race Equality Policy | Statement of policy for promoting race equality. This applies to all policies. |
| Collective Worship | Statement of arrangements for the required daily act of collective worship |
| Child Protection /Safeguarding policy | Statement of policy for safeguarding and promoting welfare of pupils at the school (Whole School Safeguarding Policy). |
| Behaviour | 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.

| Class | Description |
|---|--|
| Published reports of Ofsted referring expressly to the school | 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 |
| Charging and Remissions Policies | 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 |
| School session times and term dates | Details of school session and dates of school terms and holidays |
| Health and Safety Policy and risk assessments | 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 |
| Complaints procedure | Statement of procedures for dealing with complaints |
| Appraisal of Staff | 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 |
| Staff Conduct, Capability and Grievance | Statement of procedure for regulating conduct and capability of school staff and procedures by which staff may seek redress for grievance |
| Pay Policy | Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay. |
| Staffing Structure Implementation Plan | The school's plan for the implementation of any changes to its staffing structure following statutory review. |
| Curriculum circulars and statutory instruments | 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 |
| Admissions Policy | Statement of the school's policy on admissions |
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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 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.

Website : www.informationcommissioner.gov.uk