

# St Peter's C of E Academy Publication Scheme

Our full title and address for sending requests for any documents is:

**St Peter's C of E Academy**  
**Lords Mead**  
**Chippenham**  
**Wiltshire**  
**SN14 0LL**

The person responsible for maintenance of this scheme is: **Jan Farnsworth, Governor**

## 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 either available for you on our website to download and print off 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. 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 5 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.
- **Governing Body** - information that relates to the governing body.
- **Pupils & Curriculum** - information about policies that relate to pupils and the school curriculum.
- **School Policies** - information about policies that relate to the school in general.

## 3. How to request information

You can request a copy of the information you want from the contact detailed below or visit our website at <http://www.st-peters.wilts.sch.uk>

## St Peter's C of E Academy Publication Scheme

If the information you're looking for isn't available via the scheme and isn't on our website, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: admin@st-peters.wilts.sch.uk  
 Tel: 01249 653537  
 Fax: 01249 460720  
 Contact Address: Lords Mead, Chippenham, Wilts, SN14 0LL

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in **bold CAPITALS**).

### 4. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise. 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.

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.

### 5. Classes of Information Currently Published

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

<b>School Prospectus</b>	<ul style="list-style-type: none"> <li>• The name, address and telephone number of the school</li> <li>• The type of school</li> <li>• The name of the Head teacher</li> <li>• Information about admissions</li> <li>• A statement of the school's vision, ethos, aims and values</li> <li>• Information about Collective Worship</li> <li>• Information about the school's policy on providing for pupils with special educational needs</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• Information about uniform</li> <li>• Information about rules and behaviour</li> <li>• Statement on Equal Opportunities and Racial Equality</li> </ul>
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This is published on the school web site [www.st-peters.wilts.sch.uk](http://www.st-peters.wilts.sch.uk)

**Governing Body** – this section sets out information published about the governing body.

<b>Governing Body</b>	<ul style="list-style-type: none"> <li>• The names of the Chair of Governors and members of the Governing Body</li> <li>• St Peter's Academy Publication Scheme</li> <li>• DBAT Scheme of Delegation</li> <li>• DBAT Governor Induction Policy</li> <li>• DBAT Code of Conduct for Local Board Members</li> <li>• Register of Attendance of Local Board Members to Local Board Meetings</li> <li>• Pecuniary Interests of Local Board Members</li> </ul>
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Date issued: April 2016  
 Adopted: May 2016 LBM

Review by: April 2018

Custodian: SLT

## St Peter's C of E Academy Publication Scheme

This is published on the school web site [www.st-peters.wilts.sch.uk](http://www.st-peters.wilts.sch.uk)

Minutes of full Governing Body Meetings are available from the school office on request.

**Pupils & Curriculum** – this section sets out information published about pupils and the school curriculum

<b>Pupils and Curriculum</b>	<ul style="list-style-type: none"><li>• Curriculum plans</li><li>• Policies that relate to pupils</li><li>• Policies that relate to the curriculum</li></ul>
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These are published on the school web site [www.st-peters.wilts.sch.uk](http://www.st-peters.wilts.sch.uk)

The number of pupils on role and rates of pupils' authorised and unauthorised absences are available from the school office on request.

### School Policies

Policies that relate to the school in general are published on the school web site [www.st-peters.wilts.sch.uk](http://www.st-peters.wilts.sch.uk)

### 6. 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 need to make a complaint then initially this should be addressed to The School Office, St. Peter's C of E Academy, Lords Mead, Chippenham, Wilts, SN14 0LL

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

<http://www.ico.gov.uk>

Tel: 0303 123 1113

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