

BISHOPSTEIGNTON PRIMARY SCHOOL

Governing Board

Freedom of Information					
Date	11.02.19	Responsibility	Resources Communications	Unique I/D	6-4

Version Control			
Version	Origin	Date	Amendments
2017	Devon County Council (adopted)	January 2017	Edited DCC version
2017		January 2019	Unique I/D added
2019	Policy reviewed.	February 2019	Policy amended to reflect the current school policies; other minor amendments. Approved and adopted at the Resources Committee Meeting

This is Bishopsteignton School’s Publication Scheme on information available under the Freedom of Information Act 2000

The governing board 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 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 Values of the School

School Aims

- **To create high expectations and success culture**
- **Linking home and school through development of a learning community**
- **Technology based individual learning**
- **Leadership throughout the staff**
- **Accurate performance indicators – to hold everyone accountable for them**

School Values

- **Learning to live and Living to learn: Learning lasts a lifetime**
- **Enjoy and achieve**
- **Working together and thinking of others**

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- **Be healthy, be safe**
- **Look after our world**

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 areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in the School Profile and in other governing board 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 or letter. Contact details are set out below.

Tel: 01626 775873

Email address: admin@bishopschool.co.uk

Contact Address: Bishopsteignton School, Cockhaven Close, Bishopsteignton, Teignmouth, TQ14 9RJ

If the information you are looking for is not available via the scheme, you can still contact the school to ask if we have it.

A response will be given within 20 school working days, excluding school holidays and non-school days.

5. Paying for information

Single copies of information covered by this publication are provided free, unless stated otherwise in section 6. If your request means that we must do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item, such as some printed publications we will let you know the cost before fulfilling your request. Where there is a set charge this will be indicated by a £ sign in the description box. The ceiling limit for schools in providing information is £550.00.

We can refuse the request if the estimated cost of dealing with it exceeds the appropriate limit. However, we then have a duty to help the applicant refine their request to bring the cost down.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published on the school website which forms our school prospectus.

Class	Description
School Prospectus (Website)	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

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	<ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school • the names of the head teacher and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils • information about the school's policy on providing for pupils with special educational needs • number of pupils on roll • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents
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Instrument of Government and other information relating to the governing board– this section sets out information published in the Instrument of Government and in other governing board documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing board • The manner in which the governing board is constituted • The term of office of each category of governor if less than four years • The name of anybody 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
Minutes of meetings of the governing board and its committees¹	Agreed minutes of meetings of the governing board and its committees [current and last full academic school year]

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this, e.g. personnel and pupil data.

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Pupil Premium Data Publication	The contents of this are as follows: <ul style="list-style-type: none"> • Overview of the school • Number of pupils and Pupil Premium Grant (PPG) received • Summary of PPG spending in year • Outcomes to date • Planned spending and actions for next academic year
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 Overview	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.

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Inclusion 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.
Equalities, Diversity & Community Cohesion Policy	Statement of legal duties, principles, policy implementation, and policy monitoring & evaluation process for promoting equality.
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship.
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy and Principles	Statement of general principles on behaviour and discipline, and of measures taken by the head teacher to prevent bullying.
Anti- Bullying Policy	Guidelines for responding to and preventing 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 the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
3-5 year plan	A plan setting out the actions required following the last Ofsted inspection.
Charging and Remissions Policy	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 assessment	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.
Performance Management of Staff	Statement of procedures adopted by the governing board relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures.
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
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 board relating to the curriculum.
Financial information	Asset Register Financial information about projected and actual income and

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	<p>expenditure, procurement, contracts and financial audit.</p> <p>Annual budget plan and monthly financial statements</p> <p>Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</p> <p>Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.)</p> <p>Procurement and contracts</p> <p>Details of procedures used for the acquisition of goods and services.</p> <p>Details of contracts that have gone through a formal tendering process.</p> <p>Pay policy for teachers</p> <p>The statement of the school's policy and procedures regarding teachers' pay.</p> <p>Governors' allowances</p> <p>Details of allowances and expenses that can be claimed or incurred.</p>
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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 Chair of Governors, Bishopsteignton School, Cockhaven Close, Bishopsteignton, Teignmouth, TQ14 9RJ

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