



This is Bolham Community School's Publication Scheme on information available under the Freedom of Information Act 2000

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 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. Aims and Objectives

'Together We Aspire, Together We Achieve'

The following statements identify how we will help make our vision for learning a reality.

2.1 Our vision is to raise academic standards by:-

- providing a powerful learning environment that recognises that all children have differing abilities and ways of learning;
- setting appropriate targets and providing structured programmes of study;
- regularly monitoring and assessing the children's progress;
- reporting children's progress to parents on a regular basis;
- providing a broad and balanced curriculum;
- giving appropriate homework which will include home reading, spelling, tables and topics related to class work;
- using a well defined Special Needs Programme;
- learning community that is self-sustaining, self-evaluating and continually evolving;
- using quality resources; sharing expertise throughout the school and the wider community;
- quality teaching that raises and maintains standards and high expectations.

2.2 Our vision to develop the children's ability to think by:-

- Encouraging the children to question;
- Providing opportunities to discuss issues rationally;
- Showing children how to apply themselves to a variety of tasks.

2.3 Our vision is to help children communicate in a variety of ways by:-

- Realising their creative potential by participation in the Arts;
- Developing their confidence in the use of language and number;
- Participation in a number of extra- curricular activities.

2.4 Our vision is to heighten the children's own aspirations and provide them with role models by:-

- Helping children to appreciate human achievements and aspirations and ensuring these models are from all races, creeds and genders.

2.5 Our vision is to help pupils recognise their roles and responsibilities in the care of the environment by:-

- Encouraging children to look after the school environment;
- Teaching children to value their own local environment;
- Fostering an understanding of the effects of human activity on the global environment

2.6 Our vision is to help pupils develop self respect and respect for others by:-

- Helping pupils to respond positively to the cultural and ethnic diversity of modern society;
- Ensuring all are treated equally;
- Respect for religions, moral values and ways of life different from their own.
- Working together with families to build confidence and self-worth so that children are prepared for the world inside and outside school
- enable every child to fulfil 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 three broad topic areas:

Governors' Documents - information published in the *Governors Annual Report* 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 www.tiverton-bolham-primary.devon.sch.uk

Email: admin@tiverton-bolham-primary.devon.sch.uk

Tel: **01884 253576**

Fax: **01884 253576**

Contact Address: **Bolham Primary School, Bolham, Tiverton, Devon EX16 7RA.**

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.

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 of Information Currently Published

Class 1 : Who we are and what we do - this section sets out organisational information, structure, locations and contacts (this will be current information only)

Information Published	How the information can be obtained (hard copy or website)
Who's who in the school Website	H/C from school office Website
Who's who on the Governing Body and the basis of their appointment	H/C from school office Website
Instrument of Government H/C from school office	H/C from school office
Staffing Structure	H/C from school office Website
School Session times and term dates	H/C from school office Website

Class 2 : What we spend and how we spend it - this section sets out financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Information Published	How the information can be obtained (hard copy or website)
Annual budget plan and financial statements	H/C from school office
Capitalised funding	H/C from school office
Additional funding	H/C from school office
Pupil Premium Funding	H/C from school office Website
Pay Policy	H/C from school office
Staffing and grading structure	H/C from school office
Governors Allowances	H/C from school office

Class 3: What our priorities are and how we are doing - This section gives access to information about strategies and plans, performance indicators, audits, inspections and reviews

Information Published	How the information can be obtained (hard copy or website)
Latest Ofsted Report	H/C from school office Website
Latest HMI Report	H/C from school office Website
School Appraisal Policy and procedures adopted by the Governing Body	H/C from school office
School Development Plan	H/C from school office

Class 4 : How we make decisions - This section gives access to information about decision making processes and records of decisions.

Information Published	How the information can be obtained (hard copy or website)
Admissions Policy	H/C from school office Website
Agenda and meetings of Full Governing Body	H/C from school office
Minutes of the Full Governing Body	H/C from school office Website
School Development Plan	H/C from school office

Class 5 : Our policies and procedures - This section gives access to information about current written protocols, policies and procedures for delivering our services and responsibilities.

Information Published	How the information can be obtained (hard copy or website)
Charging & Remissions policy	H/C from school office Website
Complaints Procedure	H/C from school office Website
Data Protection Policy	H/C from school office Website
Discipline & Grievance Policy	H/C from school office
Equality and Diversity Statement	H/C from school office Website
Equality Policy	H/C from school office Website
Freedom of Information	H/C from school office Website
Health & Safety Policy	H/C from school office Website
Staff Conduct Policy	H/C from school office
Staff Recruitment Policy	H/C from school office
Whistleblowing Policy	H/C from school office Website

Pupil and Curriculum policies including:

Information Published	How the information can be obtained (hard copy or website)
Accessibility Policy	H/C from school office Website
Acceptable Behaviour and Discipline Policy	H/C from school office Website
Attendance policy	H/C from school office Website
Collective Worship	H/C from school office Website
Curriculum & Learning Policy	H/C from school office Website
E-safety Policy	H/C from school office Website
Governor Statement of Behaviour Principles	H/C from school office Website
Home-school Agreement	H/C from school office
Homework Policy	H/C from school office Website
Keeping Children Safe in Education	H/C from school office Website
Medication Policy	H/C from school office Website
Safeguarding Policy	H/C from school office Website
Sex Education and Relationship Policy	H/C from school office Website
Special Educational Needs	H/C from school office Website

Class 6 : Lists and Registers - This section gives access to currently maintained lists and registers only.

Information Published	How the information can be obtained (hard copy or website)
DBS Central Record	H/C from school office
Assets Register	H/C from school office

Any information that the school is currently legally required to hold in publicly available register (this does not include the attendance register)	H/C from school office
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Class 7 : The services we offer - This section gives access to information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.

Information Published	How the information can be obtained (hard copy or website)
Extra-curricular activities	H/C from school office Website
Breakfast and After School Club	H/C from school office Website
School Publications	H/C from school office Website

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 Denise Woodgate***

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