


Publication Scheme		
	Date	30 th June 2025
	Next Review Due	July 2025
	Board/Committee	FGB

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 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. Aims and Objectives

The school aims to:

- We aim to create an atmosphere for learning in which children feel secure, confident and happy.
- We aim to develop self-discipline, self-motivation and independence within the school family.
- We aim to provide the best working environment in terms of resources and opportunities for all children.
- We aim to provide a broad, balanced and varied programme, incorporating the National Curriculum and RE for each child's needs.
- We aim to help children to develop their strengths and interests through an interesting and exciting curriculum where we develop diverse opportunities for all.
- We aim to monitor children's progress and achievements and use this information to celebrate strengths and help all to aspire to their full potential and success.
- We aim to develop a close working relationship with children and parents.
- We aim to extend the children's experience beyond their immediate environment.

- We aim to prepare children socially, emotionally and intellectually for the future.
- We aim to develop children's responsibilities to each other, the school environment and their wider community.

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 we undertake to make available are organised into four broad topic areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published 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, or letter. Contact details are set out below or you can visit our website at <https://www.monkleigh-primary.devon.sch.uk/>

Contact Address, Telephone Number and email address are as follows:

Monkleigh Primary School, Monkleigh, Devon, EX39 5JY. Tel: 01805 623269
admin@monkleigh-primary.devon.sch.uk

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 websites 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

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

Class	Description
School Welcome Booklet	<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"> • the name, address and telephone number of the school, and the type of school • the names of the Head teacher and chair of governors • a statement of the school's ethos and values • information about the school's policy on providing for pupils with special educational needs

Governors' Annual Letter to parents and other information relating to the governing body– this section sets out information published in the Governors' Annual Letter and in other governing body 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 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 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
Approved Minutes¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

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

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 arrangement
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
Sex Education Policy**	Statement of policy with regard to sex and relationship education

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Special Education Needs 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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement OF policy for safeguarding and promoting welfare of pupils at the school.
Behaviour policy	Statement of general principles on behaviour and discipline and of measures taken by the Head teacher to prevent bullying.

School Policies and other information

This section gives access to information about policies that relate to the schools in general.

Class	Description
Published reports of Ofsted referring expressly to our Federation schools **	Published report of the last inspection of the schools and the summary of the reports and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plans	Plans setting out the actions required following the last Ofsted inspections and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies	A statement of the schools' policies 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 sessions 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 body 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
Annex A - Other documents	Annex A provides a list of other documents that are held by the schools 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 for Monkleigh Primary School

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

**Monkleigh Primary School Freedom of Information Publication Scheme
Annex A – Further documents held by the school**

Name of Document	Description
School Attendance **	Part of the School Prospectus
Volunteers in School Policy	Policy to examine how volunteers in school are deployed
Behaviour Policy	Policy on pupil behaviour
Safety in Outdoor Education Policy	Policy on outdoor education and safety
Health & Safety Policy	Policy to include all aspects of pupil safety
Safe Internet Use, Photograph Policy	Policy on safe internet use and the photography of children within school
PSHE and RSE Policy	
SEND Information report	
SEND policy	
Collective Worship	
Intimate Care	
Medical conditions in school	
Medicine administrations	

Signed _____
Chair of Resources Committee

Date: 30.06.2025

Version History

Version	Date Issued	Brief Summary of Change	Owner's Name
1.0	30.06.2025	Policy Reviewed	DPO June Smart