

	MONKLEIGH PRIMARY SCHOOL		
	FREEDOM OF INFORMATION PUBLICATION SCHEME		
Date adopted	25 th November 2015 (at FGB)	Version	Nov15
Last Review	2nd May 2018 (FGB)	Review Cycle	Annual
Author/Owner	Teaching & Learning Committee		

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 or print off 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.

The Governing Body is responsible for maintenance of this scheme.

2. Aims and Objectives

The school aims to:

- 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 four broad topic areas:

- **Governors' Documents** – information about the school and its performance reviewed by Governors
- **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

Many of the documents are available on our website.

You will find out website at www.monkleigh-primary.devon.sch.uk

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.

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

Tel: 01805 623269

Contact Address: Monkleigh Primary School, Monkleigh, Bideford, Devon EX39 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.

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

6.1 Who we are and what we do

Organisational information, structure, locations and contacts. Constitutional and legal governance.

- **Instrument of Government**
The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body
- **Governing Body**
The names, and contact details of the governors should be available and the basis on which they have been appointed.
- **School session times and term dates**
Details of school sessions times and dates of school terms and holidays
- **Location and contact information**
The address, telephone number and website for the school together with the names of key personnel.

6.2 What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- **Pay Policy**
The statement of the school's policy and procedures regarding teachers' pay
- **Staffing and grading structure**
- **Governors' allowances**
Details of allowances and expenses that can be claimed or incurred.

6.3 What our priorities are and how we are doing

Strategies and plans, performances indicators, audits, inspections and reviews.

- **School performance**
 - Government-supplied performance data
 - Summary of latest Ofsted report*
 - The required narrative sections covering areas such as: successes during the year; areas of improvements; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community
(*the full Ofsted report should also be available)
- **Performance management information**
Staff appraisal policies and procedures adopted by the governing body
- **School's future plans**
Any major proposals for the future of the school involving, for example, consultation or a change in school status
- **Every Child Matters / Child Protection**
The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

6.4 **How we make decisions**

Decision-making processes and records of decisions, available for the current and previous three years

- ***Minutes of meetings of the Governing Body***

Minutes, agendas and papers considered at such meetings should be publicised as soon as practicable, with the exception of information that is properly considered to be confidential to the meeting.

6.5 **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities. To include:

- ***School policies***
- ***Pupil and curriculum policies***
- ***Records management and personal data policies***
- ***Equality and diversity***
- ***Policies and procedures for the recruitment of staff***
- ***Charging regimes and policies***

6.6 **Lists and registers**

Information held in registers required by law, and other lists and registers relating to the functions of the authority

6.7 **The services we offer**

Information about the services the school provides including leaflets, guidance and newsletters

- ***Extra-curricular activities***
- ***Out of school clubs***
- ***School publications***
- ***Services for which the school is entitled to recover a fee, together with those fees***
- ***Leaflets, booklets and newsletters***

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 Chair of Governors, Monkleigh Primary School, Monkleigh, Bideford, Devon EX39 5JY

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