



Freedom of Information Scheme

ANNUAL
2021-2022

ANNUAL

POLICY HISTORY (starting with the new cycle started in 2011)

Policy / Version Date	Summary of change	Governor adoption Date	Signed by the Chair	Next Review Date
1	Model scheme used from Information Commissioner's Office	March 26 th 2015		Summer Term 2016
2	Model Devon policy used	11 th June 2020		Summer Term 2021
3	Model Policy used -no changes	10 th June 2021	Agreed at virtual resources committee	Summer Term 2022

**This is Bickleigh Down CE (Aided) Primary School's
Publication Scheme of information available under the
Freedom of Information Act 2000**

The governing body 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 for you on request.

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:

- Develop open and secure relationships which promote good communication and a shared understanding
- Engage and challenge the whole child by developing a range of skills and abilities through a curriculum that offers a wide variety of experience
- Develop a positive and strong work ethic to learning and encourage each individual to reach their full potential
- Insist on high standards of behaviour and polite conduct respecting the needs of others
- Promote individuals to take responsibility for their actions and to be aware that they are stewards of their environment
- Provide a well-resourced and orderly learning environment where high standards of work and presentation are seen as models of excellence
- Develop a committed school community which uses its full potential to work as a team for the common good in a supportive and positive manner.

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:

- *School Prospectus* – information published in the school prospectus.
- *School Profile and other information relating to the governing body* – information published in the School Profile 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.bickleighdown.co.uk

Email: **admin@bickleighdown.devon.sch.uk**

Tel: **01752 301837**

Fax: **01752 301837**

Contact Address: **School Drive, Woolwell, Plymouth, Devon. PL6 7JW**

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.

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 any cost before fulfilling your request. Where there is a charge this will be indicated on the Guide to Information Available table.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus	<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"> • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school

School Profile and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
School Profile	<p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> • list information included in the school profile e.g. <ul style="list-style-type: none"> ○ performance data ○ summary of Ofsted report ○ school's intentions for the future, etc.
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 any body 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 meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees are held in School.</p>

Pupil & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum. Paper copies are provided on request.

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 arrangements
Curriculum Policy and curriculum intent	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 & Relationships Policy	Statement of policy with regard to sex and relationship education
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 (Whole School Safeguarding Policy).
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent 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, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Charging and Remissions Policies	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 body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Capability and Grievance	Statement of procedure for regulating conduct and capability of school staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
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 body relating to the curriculum
Admissions Policy	Statement of the school's policy on admissions

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.

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

Guide to information available from Bickleigh Down CE (Aided) Primary School under the publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who’s who in the school	Website/prospectus	Free
Who’s who on the governing body / board of governors and the basis of their appointment	Website/prospectus	Free
Instrument of Government / Articles of Association	Request in writing to Chair of Governors at school address	50p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	Request from school office/website	Free
Annual Report (if any)	N/A	N/A
Staffing structure	Website	Free
School session times and term dates	Website/prospectus	Free
Address of school and contact details, including email address.	Website	Free

Guide to information available from Bickleigh Down CE (Aided) Primary School under the publication scheme

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	<p>(hard copy and/or website) Pupil premium and sports premium- website</p>	
<p>Annual budget plan and financial statements</p>	<p>Request in writing to Chair of Governors at school address</p>	<p>50p per sheet</p>
<p>Capital funding</p>	<p>Request in writing to Chair of Governors at school address</p>	<p>50p per sheet</p>
<p>Financial audit reports</p>	<p>Request in writing to Chair of Governors at school address</p>	<p>50p per sheet</p>
<p>Details of expenditure items over £2000 – published at least annually</p>	<p>Request in writing to Chair of Governors at school address</p>	<p>50p per sheet</p>
<p>Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).</p>	<p>Request in writing to Chair of Governors at school address</p>	<p>50p per sheet</p>
<p>Pay policy</p>	<p>Request in writing to Chair of Governors at school address</p>	<p>50p per sheet</p>
<p>Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.</p>	<p>Request in writing to Chair of Governors at school address</p>	<p>50p per sheet</p>
<p>Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.</p>	<p>Request in writing to Chair of Governors at school address</p>	<p>50p per sheet</p>
<p>Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Request in writing to Chair of Governors at school address</p>	<p>50p per sheet</p>

Guide to information available from Bickleigh Down CE (Aided) Primary School under the publication scheme

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>(hard copy or website)</p>	
<p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection a • action plan 	<p>School Website</p> <p>School Website DfE Website Ofsted Website</p> <p>Hard copy</p>	<p>Free</p> <p>Free Free Free</p> <p>50p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Request in writing to Chair of Governors at school address</p>	<p>50p per sheet</p>
<p>Performance data or a direct link to it</p>	<p>School Website DfE Website</p>	<p>Free</p>
<p>The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Request in writing to Chair of Governors at school address School Website</p>	<p>50p per sheet</p> <p>Free</p>
<p>Safeguarding and child protection</p>	<p>Request in writing to Chair of Governors at school address</p>	<p>50p per sheet</p>

Guide to information available from Bickleigh Down CE (Aided) Primary School under the publication scheme

<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website Written copy</p>	<p>Free 50p per sheet</p>
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Request from Clerk to Governors at school address.</p>	<p>50p per sheet</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p>Website Written copy</p>	<p>Free 50p per sheet</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Written request to Headteacher</p>	<p>50p per sheet</p>
<p>Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>Website Written copy</p>	<p>Free 50p per sheet</p>

Guide to information available from Bickleigh Down CE (Aided) Primary School under the publication scheme

<p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>		
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Website Written copy</p>	<p>Free 50p per sheet</p>
<p>Disclosure logs</p>	<p>Request from the Headteacher</p>	<p>50p per sheet</p>
<p>Asset register</p>	<p>Request from the School Business Manager</p>	<p>50p per sheet</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Request from the Headteacher</p>	<p>50p per sheet</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>School website</p>	<p>Free</p>
<p>Out of school clubs</p>	<p>School website</p>	<p>Free</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>School website</p>	<p>Free</p>
<p>School publications, leaflets, books and newsletters</p>	<p>School website</p>	<p>Free</p>

Guide to information available from Bickleigh Down CE (Aided) Primary School under the publication scheme

<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class or recorded delivery.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority