

# **This is Bowhill Primary School's Publication Scheme of 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 for you on our website to download and print off or available in paper form from the office on request with prior notice. (There may be a small charge to cover the cost of photocopying.)

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:

- 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:

- *School Prospectus* – information published in the school prospectus.
- *Information relating to the governing board* – information published in governing board minutes and agendas.
- *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.

Email: [admin@bowhill.devon.sch.uk](mailto:admin@bowhill.devon.sch.uk)

Tel: 01392 206585

Fax: 01392 206584

Contact Address: Buddle Lane, St Thomas, Exeter EX4 1JT

(or you can visit our website at [www.bowhill.devon.sch.uk](http://www.bowhill.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 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 5. 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
<b>School Prospectus</b>	<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"> <li>• information about the implementation of the governing board’s policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• 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</li> </ul>

**Information relating to the governing board**– this section sets out information published in the School Self Evaluation Statement (SEF) and in other governing board documents.

Class	Description
<b>School Performance Information</b>	<p>Information includes:</p> <ul style="list-style-type: none"> <li>o Performance data – e.g. RAISEonline and SEF</li> <li>o Summary of Ofsted report</li> <li>o School’s intentions for the future: School management and improvement current year objectives</li> </ul> <p>This is available from our website</p>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name and category of the school</li> <li>• The name of the governing board</li> <li>• The manner in which the governing board is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any board entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes 1 of meeting of the governing board and its committees</b>	<p>Agreed minutes of meetings of the governing board and its committees for the current and last full academic school year.</p>

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

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

<b>Pupil Focussed</b>	<b>Description</b>
Accessibility Plan Disability Equality Scheme	Plans 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.
After School Club	Information on provision available
Breakfast Club	Policies and information on provision available
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Golden Rules; Appreciation, Praise & Reward; Behaviour During Lunch Hour; Anti-bullying; Sanctions	Statements of general principles on behaviour and discipline and of measures taken to prevent bullying and encourage good pupil discipline.
Healthy Eating; Menu	Statement of policy re Healthy Eating and current term's menu from the school canteen
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 e.g. homework arrangements.
Home/School ICT Contract; E-Safety Issues	Statement of policy and general advice regarding use of internet by pupils. Parental consent re publication of information via internet, local press, etc.
Looked After Children	Statement of policy re looked after children.
Newsletters	Newsletters sent to parents (at least one year)
Sex and Relationships Education	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
What's On?	Important dates in the School year, eg Christingle Services, Parent Consultations, SATs week

<b>Curriculum Focussed</b>	<b>Description</b>
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Art & Design Design Technology Drugs Education English as an Additional Language Geography ICT Music Physical Education Maths PSHE & Citizenship Religious Education Science	Statements 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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**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Staff &amp; General</b>	<b>Description</b>
Admissions Policy	Statement of the school's policy on admissions
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
Complaints procedure	Statement of procedures for dealing with complaints
Confidentiality	Statement
Continuing Professional Development	Statement of policy regarding the continuing professional development of school staff
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing board relating to the curriculum. Available by request to the school office, £
Equal Opportunities	Statement of policy on equal opportunities
Fair Processing Notice	Information on data protection
Health and Safety Policy; Fire Procedure; Fire Routine. Risk Assessments	Statements 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. Risk assessments only available by request to the school office, £
Lettings	Statement of policy on the letting of school premises

<b>Staff &amp; General</b>	<b>Description</b>
Self- Evaluation Form <sup>1</sup>	A statement of the governing board's evaluation of the school's performance. Available by request to the school office, £
Ofsted Report July 2007	Published report of the last inspection of the school. Provided free to parents and other stakeholders following inspection.
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay. Available by request to the school office, £
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. Available by request to the school office, £
PTFA	Information on the Friends of Bowhill School
School Hours; Diary	Details of school sessions and dates of school terms and holidays
Staff & Governors	Current members of Bowhill staff and governing board
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. Available by request to the school office, £
Annex A - Other documents	Annex A provides a list of other documents that are held by the school 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 at Bowhill 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

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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](mailto:publications@ic-foi.demon.co.uk).**

**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

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

Where possible information is made available on the school website.

No documents are listed under Annex A.

<b>Name of Document</b>	<b>Description</b>

**Adopted Date: September 2016**

**Review Date: September 2017**