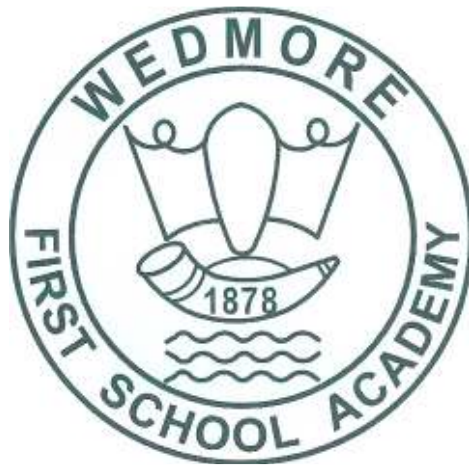


# Wedmore First School Academy



## **Freedom of Information Publication Scheme**

Date: March 2014

Review Date: March 2017

# **Wedmore First School Academy**

## **Publication Scheme**

### **on information available under the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme.

### **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 in paper form.

Some information 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.

### **Aims and objectives**

This policy operates within the aims of the school. This publication scheme is a means of showing how we are pursuing our aims.

### **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 outlined later in this scheme.

The classes of information that we undertake to make available are organised into four broad topics areas:

- School Prospectus – information published in the school prospectus
- Governors’ documents – information published in the Governors’ Annual Report and other governing body documents
- Pupils and curriculum – information about policies that relate to pupils and the school curriculum
- School policies - information about policies that relate to the school in general

## 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.

E-mail : [office@wedmore.somerset.gov.uk](mailto:office@wedmore.somerset.gov.uk)

Tel: 01934 712643

Fax: 01934 713586

Contact address: **Wedmore First School Academy, Blackford Road, Wedmore, Somerset BS28 4BS**

## 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 your request means that we have to do a lot of photocopying or printing, pay a large postage charge, or is for a priced item such as some printed publications or videos. In these cases we will let you know the cost before fulfilling your request.

## 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 at the school's discretion):</p> <ul style="list-style-type: none"><li>• the name, address and telephone number of the school, and the type of school</li><li>• the names of the headteacher and chair of governors</li><li>• information about admissions</li><li>• a statement of the school's ethos and values</li><li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship, and the alternative provision for those pupils</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li><li>• National Curriculum assessment results for appropriate key stages, with national summary figures</li><li>• the arrangements for visits to the school by prospective parents</li></ul>

*Governors' Annual Report and other information relating to the governing body*

This section sets out information published in the Governor's Annual Report and in other governing body documents.

<b>Class</b>	<b>Description</b>
<b>Governors' Annual Report</b>	<ul style="list-style-type: none"><li>• Replaced by School Profile – statutory information on performance and absence pre-populated by DCSF.</li></ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"><li>• the name of the school</li><li>• the category of the school</li><li>• the name of the governing body</li><li>• the manner in which the governing body is constituted</li><li>• the term of office of each category of governor if less than four years</li><li>• the name of any person 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>Public minutes of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees from the current and last full academic school year.</p> <p>N.B. Minutes dealing with confidential issues, for example child protection or personnel staff issues where individuals can be identified are exempt.</p>

### *Pupils and curriculum policies*

This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
<b>Home school agreement</b>	Written 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.
<b>Curriculum policies</b>	Statements on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
<b>Sex education policy</b>	Written statement of policy with regard to sex education.
<b>Collective worship</b>	Statement of arrangements for the required daily act of collective worship.
<b>Pupil discipline</b>	Written statement of general principles on behaviour and discipline, including any anti-bullying policy, as appropriate.

### *School policies*

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

All policies are either published or available upon request.

<b>Class</b>	<b>Description</b>
<b>Published reports of HM Inspectors referring expressly to the school</b>	Published report of the last inspection of the school and the summary of the report.
<b>Post inspection action plan</b>	A plan setting out the actions required following an Ofsted inspection.
<b>Charging and remissions policies</b>	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging of which charges are permitted, for example music tuition, trips.
<b>School session times</b>	Details of school session and dates of school terms and holidays.
<b>Special education needs</b>	Information about the school's policy on providing for pupils with special educational needs.
<b>Accessibility plans</b>	Written plan of improvements to access for pupils with disabilities.
<b>Health and safety policy</b>	Written 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.
<b>Child protection policy</b>	Statement of policy for the safeguarding and welfare of pupils at the school.
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints.

<b>Staff appraisal</b>	Statement of procedures adopted by the governing body relating to staff appraisal.
<b>Staff conduct, discipline and grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
<b>Curriculum circulars and statutory instruments</b>	Any statutory instrument, departmental circulars and administrative memoranda sent by the Department of Education to the headteacher or governing body relating to the curriculum.

### **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, if you require further assistance or need to make a complaint then initially this should be addressed to the headteacher at the 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 Office of the Information Commissioner. 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**