



## **St. Martin's CE Primary & Nursery School**

# **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 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:

- 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,

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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 Website* – information published in the school website and available to all.
- *Information relating to the Governing Board* – information published in Governing Board documents.
- *Pupils & Curriculum* – information about policies held by the school that relate to pupils and the school curriculum.
- *School Policies and other information related to the school* - information about policies held by the school 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@stmartinscranbrook.devon.sch.uk](mailto:admin@stmartinscranbrook.devon.sch.uk)

**Tel:** 01404 515409

**Contact Address:** St. Martin's CE Primary & Nursery School, Younghayes Road, Cranbrook, Devon, EX5 7DT

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 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.

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## 6. Classes of Information Currently Published

**School Website** – this section sets out information published online.

Our website is: [www.stmartinscranbrook.devon.sch.uk](http://www.stmartinscranbrook.devon.sch.uk)

Class	Description
<b>School Website</b>	Admissions arrangements A link to the Ofsted report A link to the SIAMS (Statutory Inspection of Anglican & Methodist Schools) report The most recent Key Stage 2 results Signpost to the school's performance tables Details of the curriculum, including reading and phonics schemes Pupil Behaviour, Discipline, Anti-Bullying and Exclusion Policy Details on Pupil Premium expenditure and impact Details on PE Budget expenditure and impact SEND information Charging and Remissions policy Ethos and values

**Information relating to the Governing Board** – this section details relevant Governing Board documents held by the school. .

Class	Description
<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 4 years</li><li>• The name of any body 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 <sup>1</sup> of meeting of the Governing</b>	Agreed minutes of meetings of the governing body [ <i>current and last full academic school year</i> ] are published on the website.

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

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<b>Board and its committees</b>	Committee minutes are available on request.
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**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum. These are all available to view on the school website.

<b>Class</b>	<b>Description</b>
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
Home – Learning Policy	Information about the school's policy on learning at home
Reading Policy	Statement on the school’s reading policy
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 & Relationships Policy	Statement of policy with regard to sex and relationship education
Special Education Needs & Disabilities Policy	Information about the school's policy on providing for pupils with special educational needs
Most Able Pupils Policy	Information on the school’s policy relating to ‘ Most Able Pupils’
Accessibility Plan	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.
Equality Policy	This policy covers accessibility, disability, equal opportunities, gender, race and community cohesion.
Safeguarding & Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Preventing Radicalisation Policy	Policy for safeguarding pupils vulnerable to extremism

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Pupil Behaviour, Discipline, Anti-Bullying and Exclusion Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying, including the exclusion procedures the school follows.
Positive Handling Policy	Statement on the school's policy for using positive handling.
Education of Looked After Children Policy	School's Policy for Children in Care
School Collective Worship Policy	Statement of the school's policy on collective worship.
Supporting Pupils with Medical Needs	School's policy on supporting pupils with medical needs
Intimate Care Policy	Statement on the school's policy on the provision of Intimate Care
Attendance Policy	School's attendance policy

**School Policies and other information related to the school** - This section gives access to information about policies held by the school that relate to the school in general. In line with Devon County Council requirements, staffing policies are not published on the school website.

<b>Class</b>	<b>Description</b>
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
Self-Evaluation Statement <sup>2</sup>	A statement of the governing body's evaluation of the school's performance.
Charging and Remissions Policy	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

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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
Appraisal Policy	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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Finance Policy	Statement on the school's finance policy
Governors allowances and expenses policy	Statement on the school's policy for governors allowances and expenses.
Staffing Structure	Details of staff across the school.
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
Admissions to Nursery Policy	Statement of the school's policy on admissions to the nursery.
Freedom of Information Scheme	School's Freedom of Information publication scheme
Volunteer, Trainee Teachers and Work Experience Students Policy	Statement on school's policy on initial teacher training, volunteers and work experience students.
School Meals and Nutrition Policy	Statement on School's policy on meals and nutrition.
Governors Visiting the School Policy	Policy on School Governors visiting the school.
Confidentiality Policy	Statement on school's confidentiality policy.
E-Safety Policy	Statement on school's E-Safety policy.
Outdoor Education, Visits and Activities Policy	School's policy on outdoor and external education.
Safer Recruitment and Selection Policy	Statement on school's policy regarding the safer recruitment and selection policy
Whistle Blowing Policy	Schools policy on whistle blowing.
Code Of Conduct	Statement on school's expected code of conduct
Drug and Alcohol Misuse Policy	Statement on school's policy on misuse of drugs and alcohol.
Lone Worker Policy	Statement on school's lone worker policy

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## **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, St. Martin's C of E Primary & Nursery School, Younghayes Road, Cranbrook, Devon, EX5 7DT

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:

**Website:** <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>

Or

**Enquiry/Information Line: 0303 123 1113**

Or

Customer Contact  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

*or*

**POLICY REVIEW TERM: ANNUAL**

**Policy Adopted: June 2012**

**Policy Reviewed: June 2013, 17<sup>th</sup> June 2014, 9<sup>th</sup> June 2015, 14<sup>th</sup> June 2016, 2<sup>nd</sup> May 2017, 12<sup>th</sup> November 2018 (amendments made to ensure policy GDPR compliant).**

**Policy amended by Nick Partridge (governor) December 2015 and agreed by the T&L Committee 12<sup>th</sup> January 2016.**

**St. Martin's C of E Primary & Nursery School**  
**Freedom of Information Publication Scheme**  
**Annex A – Further documents held by the school**

Name of Document	Description
Individual pupil records	Details of attainment (eg school reports, SATs results), IEPs