



Withycombe Raleigh C of E Primary School
PUBLICATION SCHEME ON INFORMATION AVAILABLE
UNDER THE
FREEDOM OF INFORMATION ACT 2000

Version Date: April 2018

This Publication Scheme was adopted by the Governing Body of
Withycombe Raleigh C of E Primary School

On 24th April 2018

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 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

Withycombe Raleigh C of E Primary School, Exmouth is a Church School established in 1865 to provide a Christian basis for the education of children. The school's aim is to continue this tradition by introducing the children to the teachings of Jesus within a community that puts the Christian principles of love and care into practice.

The school also aims to provide high standards of teaching and learning by promoting an agreed range of practice to ensure consistency and progression for all its pupils. The aims are achieved through:

- Developing open and secure relationships which promote good communications and a shared understanding
- Engaging and challenging the whole child by developing a range of skills and abilities through a curriculum that offers a wide variety of experience
- Insisting on high standards of behaviour and polite conduct respecting the needs of others.
- Promoting and motivating individuals to take responsibility for their actions and to be aware that they are stewards of their environment
- Providing a well-resourced and orderly learning environment where high standards of work and presentation are seen as models of excellence
- Developing a committed school community which uses its full potential to work as a team for the common good in a supportive and positive manner

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.
- *Information relating to the governing body* – information published in 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.

Email: admin@wrpschool.org

Tel: 01395 263397

Contact Address: Withycombe Village Road, Exmouth, EX8 3BA

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.

6. Classes of Information Currently Published

School Website – this section sets out information published online.

Our website is: www.wrpschool.org

Class	Description
School Website	Our Christian Values Our Vision School Prospectus 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 of Pupil Premium Spend Details of Sports Grant Spend SEND information Charging and Remissions policy

Information relating to the governing body– this section details relevant governing body documents.

Class	Description
Instrument of Government	The name of the school The category of the school

	<p>The name of the governing body</p> <p>The manner in which the governing body is constituted</p> <p>The term of office of each category of governor if less than 4 years</p> <p>The name of anybody entitled to appoint any category of governor</p> <p>Details of any trust</p> <p>A description of the ethos of the school.</p> <p>The date the instrument takes effect</p>
Minutes ¹ of meeting of the governing body and its committees	<p>Full Governing Body minutes are published on the website.</p> <p>Committee minutes are available on request.</p>

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

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 arrangement
Home Learning Policy	Information about the school's policy on learning at home
Curriculum Information	Statement on the school's objectives for KS1 and KS1 for Maths, Reading, Science and Writing.
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
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.
Behaviour 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.
Children In Care Policy	School's Policy for Children in Care

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

School Collective Worship Policy	Statement of the school's policy on collective worship.
Medical Conditions Policy	School's policy on supporting pupils with medical needs
Administering Medicines in School Policy	School's policy on administering medicines.
Intimate Care Policy	Statement on the school's policy on the provision of Intimate Care
Attendance Policy	School's attendance policy
Emotional Health and Wellbeing Policy	Statement on school's policy on Emotional Health and Wellbeing.
Prevent Policy	Statement on school's policy on preventing radicalisation.
Mobile Phone Policy	Statement on school's policy on mobile phones.

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 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
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 procedure
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
Freedom of Information Scheme	School's Freedom of Information publication scheme
Volunteer Handbook	Statement on school's policy on volunteers in School
Whole School Food Policy and Health Packed Lunch Policy	Statement on School's policy on meals and packed lunches.
Online Safety Policy and Acceptable Use Policy	Statement on school's online Safety policy and Acceptable Use Policy
Outdoor Education, Visits and Activities Policy	School's policy on outdoor and external education.
School's Recruitment and Selection Policy	Statement on school's policy regarding recruitment and selection, including safer recruitment practices.
Whistleblowing Policy	Schools policy on whistleblowing.
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.
Lettings Policy	Policy on use of school for lettings and lettings charges.
Communications Policy	School's policy on communications.
Animals in School Policy	School's policy on animals in School.

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: 0303 123 1113

Website: www.ico.org.uk/