

This is saltash.net community school's Publication Scheme on 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 **[either available for you on our website to download and print off or]** 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,

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.

Governors' Documents – information published in the Governors Annual Report and in other governing body documents.

Students & Curriculum – information about policies that relate to students 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 saltash.net]**

Email: enquiries@saltash.cornwall.sch.uk

Tel: **01752 843715**

Fax: **01752 845853**

Contact Address: **saltash.net community school**
Wearde Road
Saltash
Cornwall
PL12 4AY

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 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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published (and available on our website)

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

Class	Description
School Prospectus	<ul style="list-style-type: none"> the name, address and telephone number of the school, and the type of school the names of the head teacher and chair of governors admission procedures, including information about the school's policy on providing for students with special educational needs a statement of the school's ethos and values – Mission Statement the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students summary of KS3/GCSE results summary of GCE A/AS level results the number of students studying for and percentage achieving other vocational qualifications the destinations of school leavers¹

Information relating to the Governing Body– this section sets out information published in governing body documents.

Memorandum of Association	<ul style="list-style-type: none"> The name of the Academy Trust Information about membership of the Academy Trust 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 Operational information about the Governing Body
Minutes² of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>

Students, Standards Achievement Policies - This section gives access to information about policies that relate to students and the school curriculum.

Class	Description
Behaviour Policy	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its students for example homework arrangements
Careers Education & Guidance Policy	Statement of the programmes of careers education provided for Key 4.
Collective Worship	Statement of arrangements for the required daily act of collective worship

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

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Community Cohesion Policy	The school's policy relating to cohesion, valuing the diversity in the community
Drug Education & Incidents Policy	Information about the school's policy regarding drug education and misuse.
Equal Opportunities Policy	Policy on the school ensures fairness for all
Food Policy	Including information about school meals
Gifted and Talented Policy	Information about the support and provision
Guidelines on Physical Restraint	Information for staff on how to deal with incidents requiring physical restraint
Learning and Teaching Policy	Includes information about Assessment, Reporting and Review, Marking, Monitoring & Evaluation
Looked After Children	Information about how the school supports children in care.
Safeguarding	Statement of policy for safeguarding and promoting welfare of students, including e-safety and CRB checks of staff
Sex & Relationships Policy	Statement of policy with regard to sex and relationship education
Single Equality Scheme	Includes information about accessibility, disability, diversity, gender and race
Special Education Needs Policy	Information about the school's policy on providing for students with special educational needs
Work Related Learning	Policy relating to students who undertake work-placement education

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 the summary of the report
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection
Charging Policy	A statement of the school's policy with respect to charges for which charges are permitted, for example school publications, music tuition, trips
Complaints procedure	Statement of procedures for dealing with complaints
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

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 Data & Personnel Manager***.

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

This was reviewed by the Personnel Committee at their meeting on 23rd May 2013 for adoption by Full Governors at their meeting on 4th July 2013. Next review date: Summer Term 2016.

SignedDate 23rd May 2013
P Whitehouse, Chair of Personnel Committee

SignedDate 4th July 2013
K Waghorn, Chair of Governors