

# West Exmoor Federation



**Publication Scheme on information  
available under the Freedom of  
Information Act 2000**

**West Exmoor Federation - Publication Scheme**  
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*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 and some of it is available on our web site to be downloaded or printed off.

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**

Within the West Exmoor Federation we aim to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child;
- encourage intellectual, moral and spiritual development through a caring education.

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 our school prospecti.

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

*Pupils & Curriculum* - information about policies that relate to pupils and the school curriculum.

*Federation Policies and other information related to the federation* - information about policies that relate to the schools in general.

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#### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact us by telephone, email, fax or letter. Contact details are set out below.

Email: admin@lynton-primary.devon.sch.uk  
Tel: 01598 753309  
Fax: 01598 753309  
Contact Address: West Exmoor Federation, c/o Lynton CE Primary School, Market Street, Lynton, EX35 6AF

If the information you're looking for isn't available via the scheme, you can still contact the federation 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 Prospecti** – this section sets out information published in our school prospecti.

Class	Description
School Prospectus	<p>The statutory contents of our school prospecti are as follows, (other items may be included in the prospectus at our discretion):</p> <ul style="list-style-type: none"><li>• the name, address and telephone number of the specific school, and the type of school</li><li>• the names of our head teacher and chair of governors</li><li>• information on our policy on admissions</li><li>• a statement of our school's ethos and values</li><li>• details of our affiliation with The Church of England (applicable to Lynton and Parracombe only), 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 our 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>

School Profiles and other information relating to the governing body – this section sets out information published in the School Profiles and in other governing body documents.

Class	Description
School Profiles	<p>The statutory contents of the governors' School Profiles are as follows, (other items may be included in the annual report at our discretion):</p> <ul style="list-style-type: none"> <li>• details of the governing body membership, including name and address of chair and clerk</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• a description of our school's arrangements for security of pupils staff and the premises</li> <li>• information about the implementation of the governing body'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 our school</li> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• a statement of the extent to which proposals in the post-inspection action plan have been carried into effect</li> </ul>
Instrument of Government	<ul style="list-style-type: none"> <li>• The name of our federation</li> <li>• The category of the schools within the federation</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>• Our relationship with The Church of England and a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
Minutes <sup>1</sup> of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this  
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**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and our school curriculum.

<b>Class</b>	<b>Description</b>
Home - school agreement	Statement of our school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
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 Education Policy	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
Accessibility Plans	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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

**School Policies and other information related to the school** - This section gives access to information about policies that relate to our school in general.

<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 the summary of the report and inspection reports of religious education
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and an action plan following inspection of religious education
Charging and Remissions Policies	A statement of our 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

Performance Management of Staff	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
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
Annex A - Other documents	Annex A provides a list of other documents that are held by our 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 Executive Headteacher, Jayne Peacock.

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

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)

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**Annex A - Further documents held by the school**

Teaching & Learning Policy  
Policy for Classroom Organisation & Management  
Monitoring & Evaluation Policy  
Assessment, Recording & Reporting Policy  
Mathematics Policy  
Literacy Policy  
Science Policy  
Information & Communication Policy  
History Policy  
Geography Policy  
Art Policy  
Music Policy  
Physical Education Policy  
Religious Education Policy  
Personal, Social & Health Education Policy  
Spirituality Policy  
Collective Worship Policy  
Homework Policy  
Gifted & Talented Pupils Policy  
Library Policy  
Display Policy  
Admissions Policy  
Attendance Policy  
Continuing Professional Development Policy  
Use of the Internet Policy  
Teaching & Support Staff Appointment Policy  
Staff Leave and Absence Policy  
Voluntary Unofficial Fund Policy  
Financial Management Policy  
Budget Monitoring Policy  
School Day Policy  
School Uniform Policy  
Lettings Policy  
Equal Opportunities Policy