

Information available under the Freedom of Information Act

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 may be available for you on our website to download and print off or 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.

Aims and Objectives

Our school motto is: “**Growing together in mind, body and spirit**”

Our aims are:

- To provide, within the Anglican ethos and based on gospel principles, a safe, challenging and stimulating environment, where children can grow personally, socially and academically.
- To provide a curriculum that meets the needs of the learners in Budleigh Salterton.
- To ensure that all learners meet the age-expected achievements at the end of each Key Stage.

This publication scheme is a means of showing how we are pursuing these 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’.

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, or letter. Contact details are set out below or you can visit our website at www.st-peters-school.org.uk

Email: admin@stpeters-budleigh.devon.sch.uk

Tel: **01395 443167**

Contact Address: **St Peter's C of E Primary School, Moor Lane, Budleigh Salterton, Devon, EX9 6QF.**

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.

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. 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 in the description box. Where possible we will provide email copies at no charge.

The photocopying of documents whose cumulative content is over ten pages will incur a photocopying charge.

Freedom of Information

Guide to information available from St Peter's C of E School under the publication scheme

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. The website will contain much of this information. Further details can be requested as a hard copy. www.st-peters-school.org.uk</p>	
Who's who in the school	School foyer (hard copy available) School website.
Who's who on the governing body and the basis of their appointment	website
Instrument of Government	hard copy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	website
School prospectus	website
Staffing structure	hard copy
School session times and term dates	Website (in the prospectus)
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	
Annual budget plan and financial statements	hard copy
Capitalised funding	hard copy
Additional funding	hard copy
Procurement and projects	hard copy
Pay policy	hard copy
Staffing and grading structure	hard copy
Governors' expenses	hard copy
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</p>	
School information <ul style="list-style-type: none"> • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website and www.ofsted.gov.uk

Performance management policy and procedures adopted by the governing body.	hard copy
Schools future plans	Website and more details from a hard copy
Class 4 – How we make decisions	
(Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions)	Our website has our admissions policies.
Agendas of meetings of the governing body and (if held) its sub-committees	hard copy
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	hard copy
Class 5 – Our policies and procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
All our current policies.	Website for popular or statutory ones. Hard copies for others.
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	hard copy
Disclosure logs	only available by appointment and only to the authorised representatives
Asset register	hard copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	only available by appointment
Class 7 – The services we offer	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
School publications	hard copy or website
Leaflets, books and newsletters	hard copy or website or e-mail

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p (A4) and 10p (A3) per sheet (black & white)	Actual cost *

	Photocopying/printing @ 15p (A4) and 30p (A3) per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority *Our website is at* www.st-peters-school.org.uk