

SOUTH HAMS FEDERATION FREEDOM OF INFORMATION PUBLICATION SCHEME

Approved 11.07.16

Review: July 2017

The governing body is responsible for maintenance of this scheme.

1. Introduction

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form.

Some information that 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. 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 on the school website.
- *Governors' Documents* – 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.

3. 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.

Stokenham School

Email: admin@stokenham.devon.sch.uk

Tel: 01548 580551 or Fax: 01548 580336

Contact Address: **Stokenham Area Primary School, Stokenham, Kingsbridge, Devon TQ7 2SJ**

Malborough School

Email: admin@malborough-huish-primary.devon.sch.uk

Tel: 01548 561444 or Fax 01548 561299

Contact Address: **Malborough with South Huish C of E Primary School, Malborough, Kingsbridge, Devon TQ7 3RN**

Loddiswell School

Email: admin@loddiswell-primary.devon.sch.uk

Tel: 01548 550295

Contact Address: **Loddiswell Primary School, Loddiswell, Kingsbridge, Devon TQ7 4QU**

Modbury School

Email: admin@modbury-primary.devon.sch.uk

Tel: 01548 830312

Contact Address: **Modbury Primary School, Barracks Road, Modbury, Ivybridge, Devon PL21 0RU**

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.

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4. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 5. 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.

5. Classes of Information Currently Published

School Website – this section sets out information published on the school website.

Class	Description
School Website	<p>The statutory contents of the school website are as follows, (other items may be included on the website at the school's discretion):</p> <ul style="list-style-type: none"> • Admission Arrangements • Behaviour Policy • Behaviour Principles • Charging and Remissions Policy • Whole School Safeguarding and Child Protection Policy • Contact name, address, telephone number of school & name of person to address enquiries • Curriculum information • Equality Information and/or policy • Equality Objectives • Governor & Associate Member Information • Ofsted Report • Performance Tables • Pupil Premium Information • PE Grant Information • Register of Business Interests for Governors • Results • SEN Information • Statement of School's ethos and values

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

Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • 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 anybody entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i> Please Note: Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>

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

Class	Description
Home and 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.
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 schools within the Federation.
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.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Anti-Bullying	Statement of general principles on behaviour and discipline and of measures taken by the Executive Headteacher to prevent bullying.

School Policies and other information related to the school - This section gives access to general information about policies that relate to the schools within the Federation.

Class	Description
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection.
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 Executive Headteacher on the effectiveness of appraisal procedures.
Disciplinary Procedure and Grievance	Disciplinary Policy and Procedure for school staff and procedures by which staff may seek redress for grievance.
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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 Mrs P Amos.

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

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Please note should you wish to search the ICO register you will need to search under South Hams Federation as our schools are listed under the one entity.

**South Hams Federation
Freedom of Information Publication Scheme
Annex A – Further documents held by the schools**

Name of Document	Description
School Development Plan	School Development Plan and annual action plan