

Devon Hospitals Short Stay School - Publication Scheme under the Freedom of Information Act 2000

The Management Committee 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 view, 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.

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.

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. Alternatively you can visit our website at www.devonhospitalschool.org.uk

Email: rdehospital.school@devon.gov.uk

Tel: 01392 402675

Fax: 01392 402675

Contact Address: Bramble Schoolrooms, RD & E Exeter, Barrack Road, Exeter, EX2 5DW

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you are 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 pay a large postage charge, we will let you know the cost before fulfilling your request.

** Information available on our website

Our website is at: www.devonhospitalschool.org.uk

6. Classes of Information Currently Published

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

Class	Description
Instrument of Government	<ul style="list-style-type: none">• The name of the school• The category of the school• The name of the Management Committee• The manner in which the Management Committee is constituted• The term of office of each category of manager if less than 4 years• The name of any body entitled to appoint any category of manager• Details of any trust• If the school has a religious character, a description of the ethos• The date the instrument takes effect
Minutes ¹ of meetings of the Management Committee	Agreed minutes of meetings of the Management Committee and its committees from the current and last full academic school years.

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

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

**** Information available on our website**

Class	Description
Child Protection Policy **	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Curriculum Policies **	Statements on 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
SEND 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.
Equality Policy **	Statement of policy for promoting race equality and diversity
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 the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school **	Published report of the last Ofsted inspection of the school
Ofsted inspection Self-Evaluation Form ¹	A statement of the governing body's evaluation of the school's performance.
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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
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
Admissions Policy **	Statement of the school's policy on admissions
Other documents	Details of other documents that are held by the school and are available on request.

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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: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

To be reviewed annually