



**PART ONE**  
**Bow Community Primary School**  
**Publication Scheme of information available under the**  
**Freedom of Information Act 2000**

***Please note that this policy is in two parts and you will need to read the two parts together, so that they provide you with a comprehensive view of the policy in its entirety.***

*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 for you on request.

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:

- develop open and secure relationships which promote good communication and a shared understanding
- engage and challenge the whole child by developing a range of skills and abilities through a curriculum that offers a wide variety of experience
- develop a positive and strong work ethic to learning and encourage each individual to reach their full potential
- insist on high standards of behaviour and polite conduct respecting the needs of others
- promote individuals to take responsibility for their actions and to be aware that they are stewards of their environment
- provide a well-resourced and orderly learning environment where high standards of work and presentation are seen as models of excellence
- develop a committed school community which uses its full potential to work as a team for the common good in a supportive and positive manner.

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. or you can visit our website at [www.bcpschool.co.uk](http://www.bcpschool.co.uk).

Email: [admin@bowcps.co.uk](mailto:admin@bowcps.co.uk)

Tel: 01363 82319

Contact Address: Station Road, Bow, Devon EX17 6HU

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.

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 any cost before fulfilling your request. Where there is a charge this will be indicated on the Guide to Information Available table.

## 6. Classes of Information Currently Published

<b>Who we are and what we do</b> Organisational information, structures, locations and contacts.
<b>What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.
<b>What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews.
<b>How we make decisions</b> Decision-making processes and records of decisions.
<b>Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities.
<b>Lists and registers</b> Information in currently maintained lists and registers (this does not include the attendance register).
<b>The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters.

## 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***

**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)**