

This is the School Publication Scheme on information available under the Freedom of Information Act 2000. 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
- 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 from the School.

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 build a school community that reflects our core values of respect, responsibility and aspiration.
- To create a 'Growth Mindset' culture where everyone is given equal opportunities and the confidence and enthusiasm to challenge and amaze themselves with what they can achieve.

- To develop a supportive environment, where all children and staff are actively involved and take responsibility for the process of their learning, enabling them to become lifelong reflective and creative thinkers.
- To foster a positive partnership with parents, carers and the community, in order to enhance the educational and social opportunities and achievements of pupils.
- To provide the opportunity for everyone to develop the knowledge, skills and attributes required to contribute as healthy positive citizens whilst taking responsibility for themselves, the school and the wider environment.

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 the school prospectus/website
- Governors' Documents - information published in the School Profile and in other 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.

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 or letter. Contact details are set out below:

School telephone: 01803 327090

St Margaret's Academy, Barewell Rd, TORQUAY TQ1 4PA

If the information you're looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

5. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, you may be charged

6. Classes of information currently published

School Prospectus/website:

The prospectus/website is up dated during the school year immediately preceding the admissions school year. The obligatory content of the school prospectus/website is:

- 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 (required under the Disability Discrimination Act 1995) covering future policies for increasing access to the school by pupils with disabilities
- information about the implementation of the governing body's policy on pupils with special educational needs and any changes to the policy during the last year

The school has the option to include additional information.

The Governing Body:

- Instrument of Government and the date the Instrument takes effect
- 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
- Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)
- Minutes of meeting of the governing body and its committees
- Register of Governors' Business Interests

Pupils and curriculum policies:

This section gives access to information about policies that relate to pupils and the school curriculum.

- Home-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 school
- Sex Education & Relationships Policy - Statement of policy with regard to sex and relationship education
- Special Education Needs & Disability 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
- Equalities Information - Statement of policy with regard to promoting equality for staff and pupils
- Collective Worship Policy - 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
- Managing Behaviour plus Anti-bullying Policy - Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

School policies and other information related to the school

This section gives access to information about policies and information that relate to the school in general.

- Published report of the last inspection of the school.
- Charging and Remissions Policy - A statement of the 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, and 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 pupils (and others) and the organisation and arrangements for carrying out the policy
- Complaints procedure - Statement of procedures for dealing with complaints
- Staffing Appraisal - 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
- Code of Conduct of Employees - Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

7. Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher at the School.

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.

Information Commissioner's Office, Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF