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## **This is Paignton Community and Sports College's Publication Scheme on information available under the Freedom of Information Act 2000**

Reviewed and updated by the Full Governing Body: July 2009

Next Review due: July 2010

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### **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 have produced 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 download and print off or 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 all members of the College to achieve their full potential by encouraging the highest possible standard of endeavour;
- develop personal qualities and social skills in order that members of the College may respect both the needs of the individual and those of the whole community.

***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.

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.**
- **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, email, fax or letter. Contact details are set out below or you can visit our website at [www.paigntoncommunitycollege.com](http://www.paigntoncommunitycollege.com)

Email: [christine.atkey@paigntoncommunitycollege.com](mailto:christine.atkey@paigntoncommunitycollege.com)

Tel: **01803 403005**

Fax: **01803 403006**

Contact Address: **Waterleat Road Centre, Waterleat Road, PAIGNTON, TQ3 3WA**

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.

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 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. You will find whether or not a charge is to be made in the notes column.

A limit to the cost of responding to requests has been established at £450. Where the cost of responding to your request exceeds the limit (excluding any disbursement costs such as photocopying, postage, CD’s, floppy discs etc), the College is not obliged to comply with the request.

Where the cost of responding is less than £450 there will not be a fee for providing the information, however, we are permitted to charge for the disbursement costs.

The cost of £450 is calculated on the basis of a rate of £25 an hour. This means that the College will commit up to 18 hours of Council officer time to process your request.

#### 6. Classes of Information Currently Published

School Prospectus – **this section sets out information published in the school prospectus.**

Class	Description	Notes
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):</p> <ul style="list-style-type: none"> <li>❑ information about the school’s policy on providing for pupils with special educational needs;</li> <li>❑ arrangements for the admission of pupils with disabilities;</li> </ul>	<p><b>Available from Reception – no charge will be made</b></p>

	<ul style="list-style-type: none"> <li>❑ details of steps to prevent disabled pupils being treated less favourably than other pupils;</li> <li>❑ details of existing facilities to assist access to the school by pupils with disabilities;</li> <li>❑ the accessibility plan (required under the Disability Discrimination Act 1995) covering future policies for increasing access to the school by pupils with disabilities;</li> <li>❑ 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*.</li> </ul>	
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*Governors' Annual Report and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.*

<b>Class</b>	<b>Description</b>	<b>Notes</b>
<b>School Profile</b>	<p>The statutory contents of the school profile are as follows:</p> <ul style="list-style-type: none"> <li>❑ School performance information from the DfES.</li> <li>❑ What have been our successes this year?</li> <li>❑ What are we trying to improve?</li> <li>❑ How have our results changed over time?</li> <li>❑ How are we making sure that every child gets teaching to meet their individual needs?</li> <li>❑ How do we make sure our pupils are healthy, safe and well-supported?</li> <li>❑ What have we done in response to Ofsted?</li> <li>❑ How are we working with parents and the community?</li> <li>❑ Information about the 6<sup>th</sup> Form.</li> </ul>	<p>Available from Reception (no charge) or Web site.</p>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>❑ The name of the school</li> <li>❑ The category of the school</li> <li>❑ The name of the governing body</li> <li>❑ The manner in which the governing body is constituted</li> <li>❑ The term of office of each category of governor if less than 4 years</li> <li>❑ The name of any body entitled to appoint any category of governor</li> <li>❑ Details of any trust</li> <li>❑ If the school has a religious character, a description of the ethos</li> <li>❑ The date the instrument takes effect</li> </ul>	<p>Available from Principal's Office – a charge will be made for photocopying.</p>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i></p>	<p>Available from Principal's Office – a charge will be made for photocopying.</p>

<sup>1</sup> 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.*

<b>Class</b>	<b>Description</b>	<b>Notes</b>
<b>Home – school agreement</b>	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements	Available from Reception (no charge).
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school	Available from Principal's Office (no charge) or Web site.
<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education	Available from Principal's Office (no charge) or Web site.
<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs	Available from Principal's Office (no charge) or Web site.
<b>Accessibility Plans</b>	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.	Available from Principal's Office (no charge) or Web site.
<b>Race Equality Policy</b>	Statement of policy for promoting race equality	Available from Principal's Office (no charge) or Web site.
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship	Available from Principal's Office (no charge) or Web site.
<b>Careers Education Policy</b>	Statement of the programmes of careers education provided for Key 4.	Available from Principal's Office (no charge) or Web site.
<b>Safeguarding Children</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>	Available from Principal's Office (no charge) or Web site.
<b>Pupil Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	Available from Principal's Office (no charge) or Web site.

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

<b>Class</b>	<b>Description</b>	<b>Notes</b>
<b>Published reports of Ofsted referring expressly to the school</b>	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character	Available from Principal's Office or Web site. The Summary is free – Full Report – charge for Photocopying)

<b>Post-Ofsted inspection action plan</b>	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character	Available from Principal's Office - a charge for photocopying will be made.
<b>Charging and Remissions Policies</b>	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, trips	Available from Principal's Office (no charge) or Web site.
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays	Available from Principal's Office (no charge) or Web site.
<b>Health and Safety Policy and risk assessment</b>	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	Available from Principal's Office (no charge) or Web site.
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints	Available from Principal's Office (no charge) or Web site.
<b>Performance Management of Staff</b>	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	Available from Principal's Office (a charge will be made for photocopying).
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance	Available from Principal's Office (a charge will be made for photocopying).
<b>Curriculum circulars and statutory instruments</b>	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	Available from Principal's Office (a charge will be made for photocopying) or Web site.
<b>Annex A - Other documents</b>	Annex A provides a list of other documents that are held by the school and are available on request	

[Our website is at ([www.paigntoncommunitycollege.com](http://www.paigntoncommunitycollege.com) )

## 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 **Miss M J English, Principal**.

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)**

**Paignton Community & Sports College**  
**Freedom of Information Publication Scheme**  
**Annex A – Further documents held by the school**

<b>Class</b>	<b>Description</b>	<b>Notes</b>
<b>6<sup>th</sup> Form Prospectus</b>	A document outlining the role of the 6 <sup>th</sup> Form in the College.	Available from 6 <sup>th</sup> Form Office (no charge)
<b>Sports College Bid</b>	The full Bid which was received by the DfES prior to the College being granted Sports College Status.	Available from Principal's Office (a charge will be made for photocopying)
<b>Homework Policy</b>	Statement on policy with regard to homework.	Available from Principal's Office (no charge) or Web site.
<b>Marking Policy</b>	Statement on policy on the whole College approach to marking pupils' work.	Available from Principal's Office (no charge) or Web site.
<b>Assessment and Reporting Policy</b>	Statement on policy with regard to Assessment, Reporting and Record Keeping.	Available from Principal's Office (no charge) or Web site.
<b>Attendance Policy</b>	Statement on policy with regard to Attendance of pupils at school.	Available from Principal's Office (no charge) or Web site.