

**This is Dunster First School's 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; 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:

1. To provide a caring, safe, secure and happy environment.
2. To encourage all adults in the school to act as appropriate role models.
3. To inspire our children to accept challenges and to be ambitious, creative, independent and resourceful.
4. To promote active, healthy lifestyles.
5. To provide high standards of teaching and learning within a broad and relevant curriculum.
6. To help our children appreciate and respect their environment and the world beyond.
7. To nurture partnership between the school, our children, their families and the local community.
8. To encourage all our children to achieve their full potential by providing for individual needs.
9. To develop a school where all the people have a sense of self worth and are valued equally.
10. To actively promote equality, honesty and respect for others.

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 seven classes:

Class 1 - Who we are and what we do

Class 2 - What we spend and how we spend it

Class 3 - What are priorities are and how we are doing it

Class 4 - How we make decisions

Class 5 - Our policies and procedures

Class 6 - Lists and registers

Class 7 - The services we offer

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.dunsterfirstschool.org.uk

Email: dunsterfirstschool@educ.somerset.gov.uk

Tel: 01643 821254

Fax: 01643 821243

Contact Address: 13 St Georges Street, Dunster, Minehead, TA24 6RX

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. Where there is a charge this will be indicated by a £ sign in the description box. A schedule of charges is set out at the end of section 6.

6. Classes of Information Currently Published

Class 1: Who we are and what we do <i>current information only</i>		
Information to be published	How the information can be obtained	Cost
Who's who in the school	Website (www.dunsterfirstschool.org.uk) or Prospectus available from school office	
Who's who on the governing body and the basis of their appointment	Website (www.dunsterfirstschool.org.uk) or Prospectus available from school office	
Instrument of Government	Available from school office	
Contact details for Headteacher and governing body	Website (www.dunsterfirstschool.org.uk) or Available from school office	
School prospectus	Website (www.dunsterfirstschool.org.uk) or Available from school office	
Staffing structure	Website (www.dunsterfirstschool.org.uk) or Prospectus available from school office	
School session times and term dates	Website (www.dunsterfirstschool.org.uk) or Prospectus available from school office	

Class 2: What we spend and how we spend it <i>current and previous financial year</i>		
Information to be published	How the information can be obtained	Cost
Annual budget plan & financial statements	Available from school office	
Capitalised funding	Available from school office	
Additional funding	Available from school office	
Procurements & projects	Available from school office	
Pay policy	Available from school office	
Staffing and grading structure	Available from school office	
Governors allowances	Available from school office	

Class 3: What our priorities are and how we are doing <i>current information</i>		
Information to be published	How the information can be obtained	Cost
School Profile	Link through website (www.dunsterfirstschool.org.uk) or Available from school office	
The latest Ofsted report	Link through website (www.dunsterfirstschool.org.uk) or Available from school office	Summary Free Full report £1

Performance management policy & procedures adopted by the governing body	Available from school office	
Schools future plans - School Development Plan	Available from school office	

Class 4: How we make decisions <i>current and previous three years</i>		
Information to be published	How the information can be obtained	Cost
Admissions policy	Prospectus on website (www.dunsterfirstschool.org.uk) or Available from school office	
Agendas of meetings of the governing body and committees	Available from school office	
Minutes of meetings (as above) excluding information properly regarded as confidential	Available from school office	

Class 5: Our policies and procedures <i>current information only</i>		
Information to be published	How the information can be obtained	Cost
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety policy • Complaints procedure • Staff conduct policy • Discipline and grievance policy • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Website (www.dunsterfirstschool.org.uk) or Available from school office	
Pupil and curriculum policies including: <ul style="list-style-type: none"> • Home school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Behaviour policy 	Website (www.dunsterfirstschool.org.uk) or Available from school office	
Records management and personal data policies including <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Website (www.dunsterfirstschool.org.uk) or Available from school office	
Charging policy	Website (www.dunsterfirstschool.org.uk) or	

	Available from school office	
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Class 6: How we make decisions <i>currently maintained lists and registers only</i>		
Information to be published	How the information can be obtained	Cost
Disclosure logs	Available in school office	
Asset register	Available in school office	
Any information the school is currently required in publicly available registers	Available in school office	

Class 7: The services we offer <i>current information only</i>		
Information to be published	How the information can be obtained	Cost
Extra curricular activities	Website (www.dunsterfirstschool.org.uk) or Available from school office	
Out of school clubs	Website (www.dunsterfirstschool.org.uk) or Available from school office	
School newsletters	Website (www.dunsterfirstschool.org.uk) or Available from school office	
Any services for which the school is entitled to recover a fee, together with those fees	Website (www.dunsterfirstschool.org.uk) or Available from school office	

Additional Information		

Schedule of Charges		
Disbursement cost	Photocopying/printing Paper Admin time	£1 per document
	Postage	Actual cost of Royal Mail standard 2 nd class

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 through the school office

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