

FREEDOM OF INFORMATION

Publication Scheme on information available under the Freedom of Information Act 2000

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. Some information in our publication scheme is available on our website for you 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

Seaton Primary school aims to:

Care for the individual by providing high standards of education

- Care for the whole child by promoting a healthy and fit lifestyle
- Care for each other by encouraging self discipline
- Care for the community by getting involved
- Care for those in need by showing compassion
- Care for tomorrow's needs by using the latest technologies
- Care for the world by teaching sustainability and being eco-friendly

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 Governors Annual Report 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.seatonprimary.co.uk Email: admin@seaton-primary.devon.sch.uk Tel: 01297 20922. Fax: 01297 625194
Contact Address: Seaton
Primary School, Valley View, Seaton. Devon. EX12 2HF

To help us process your request quickly, please clearly mark any correspondence PUBLICATION SCHEME REQUEST. If the information your 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 cafe. Single copies of information covered by this publication are provided free. Multiple copies will be charged at 20p per sheet (of paper).

The governing body is responsible for maintenance of this scheme.