



**This is Sidmouth College's  
Publication Scheme of 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 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 College 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. 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.sidmouthcollege.devon.sch.uk](http://www.sidmouthcollege.devon.sch.uk).

Email: [enquiries@sidmouthcollege.devon.sch.uk](mailto:enquiries@sidmouthcollege.devon.sch.uk)

Tel: **01395 514823**

Fax: **01395 578073**

Contact Address: Sidmouth College, Primley Road, Sidmouth, Devon EX10 9LG

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.

### **4. 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.

## **5. Information Currently Published**

This section sets out information currently published on the College website.

- Equality information
- Equality objectives
- Pupil Premium Information
- Admission arrangements or how parents access the LA's admissions information
- Information about the curriculum
- SEN Information
- School Behaviour policy  
(may include cyber bullying)
- Charging and Remissions policy
- The most recent Key Stage 2/4 results
- A link to the most recent Ofsted Report
- A statement of the school's ethos and values
- Signpost to DfE school's performance tables
- Name, address, telephone number of school and name of person to address enquiries

This section sets out the information either published on our website or available on request:

- Data protection policy
- Freedom of information publication scheme
- Complaints procedure
- Home school agreement
- Exclusion procedures

(may be part of School Behaviour policy)

- Sex education policy
- SEN Policy
- Child protection (Safeguarding) policy  
(may include E-safety)
- Health and safety policy
- Minutes and papers considered at meetings of the Governing Body and committees

## **6. 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***

*or*

**Enquiry/Information Line: 0303 123 1113**

**E Mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)**

**Website : [www.ico.org.uk](http://www.ico.org.uk)**

**Approved: FGB 14.07.14**