

# **This is CIRENCESTER DEER PARK 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 schools, should be clear and proactive about the information they will make public.

To do this the school 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 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 principal object and activity of the company is the operation of the Cirencester Deer Park School to advance, for the public benefit, education for pupils of different abilities between the ages of 11 and 16. The school aims to offer "more than a visible curriculum" by enriching pupils' experience of school with extensive opportunities for extra-curricular activities and a wide range of educational trips. To achieve these aims:-

- We provide teaching and learning opportunities of the highest quality
- We support and recognise the achievement of everyone
- We set ambitious goals with high expectations, celebrating the success of all
- We are a lead school in the teaching and use of Information and Communications Technology
- We embrace the opportunities that future educational change will bring

We aim to be a school in which pupils and staff:

- are challenged to achieve more than they first thought
- take pride in and celebrate achievement
- are self confident, tolerant and responsible
- co-operate with respect for each other
- are forward thinking and reflective
- are prepared for change
- practise equality of opportunity
- share a commitment to life-long learning

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:

- *Who we are, what we do and the services we offer – information about our organisation, structures and points of contact. Extra curricular activities, school publications and newsletters*
- *What we spend and how we spend it – financial information*
- *What our priorities are and how we are meeting these – our plans, performance indicators, outcomes of external reviews and audits.*
- *How we make decisions and records of decisions*

- *Our policies and procedures*

Our general policy is to make as much information publicly available as possible and many items will be found on our website [www.deerparkschool.net](http://www.deerparkschool.net). We will not provide information if it is:

- *Not held by us*
- *Exempt under one of the FOI or Environmental Information Regulations or prohibited from release under another statute*
- *Archived, out of date or otherwise inaccessible*
- *Impractical or resource-intensive to prepare the material for routine release.*

#### 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:

Email: [enquiries@deerparkschool.net](mailto:enquiries@deerparkschool.net)

Tel: 01285 653447

Fax: 01285 640669

Website: [www.deerparkschool.net](http://www.deerparkschool.net)

Contact Address: Cirencester Deer Park School, Stroud Road, Cirencester GL7 1XB

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**”

If the information you are looking for is not available via the scheme 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 do not 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 publication, we will let you know the cost before fulfilling your request.

#### 6. Classes of Information Currently Published

Information to be published	How the information can be obtained
<b>Class 1 - Who we are, what we do and the services we offer</b> (Organisational information, structures, locations and contacts, activities and Newsletters)  This will be current information only	Information sources listed below are all on the school's website unless otherwise specified (marked in red)
Who's who in the school	Our School, Staff
Who's who on the governing body and the basis of their appointment	Our School, policies and reports
Instrument of Government	Hard copy by request
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Our School, Staff
Annual Report and Accounts	Our School, policies and reports, Annual Report & Accounts
Staffing structure	Our School, Staff

School session times and term dates	News and Events
Extra-curricular activities	Teaching and Learning
Weekly email Newsletter	Please contact us to be added to our mailing list
Termly Menu of food available in the Canteen	Information, Food
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Information sources listed below are all on the school's website unless otherwise specified <b>(marked in red)</b>
Current year and previous two financial years	
Annual financial statements	Our School, policies and reports, Annual Report & Accounts
Staff Pay	<b>Pay Policy</b>
Staffing and grading	<b>Review of School Staffing Structure</b>
Governors' allowances	<b>Governors' Expenses Policy</b>
<b>Class 3 – What our priorities are and how we are meeting these</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Information sources listed below are all on the school's website unless otherwise specified <b>(marked in red)</b>
Current information	
School performance	Information, Ofsted
Ofsted Inspection Reports	Ofsted website
Staff performance management	<b>Performance Management policy</b>
School's future plans	<b>Strategic Plan</b>
Safeguarding Children	Our School, policies and reports, Safeguarding and Child Protection Policy
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Information sources listed below are all on the school's website unless otherwise specified <b>(marked in red)</b>
Current and previous three years	
Admissions	Joining Us, Admissions
Meetings of the governing body and sub-committees	<b>Agendas</b>
Minutes of Governors meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	<b>Minutes</b>
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Information sources listed below are all on the school's website unless otherwise specified <b>(marked in red)</b>
Current information only	
Employment checks	<b>Single Central Record of recruitment and vetting</b>
Health and Safety	<b>Health and Safety Policy</b>
Accessibility	<b>Accessibility Plan</b>

Equality information and objectives	Our School, policies and reports, Publication of equality information and objectives (Public Sector Equality Duty)
Acceptable Use of ICT	<a href="#">Acceptable Use of ICT</a>
Pupil Attendance	<a href="#">Attendance Policy</a>
Data Protection	<a href="#">Data Protection Policy</a> , Privacy Notice
Staff Absence	<a href="#">Staff Absence Policy</a>
Pupil behaviour, including anti-bullying, drug misuse and exclusions	Pupil Behaviour Policy
High achievers	High Achievers Policy
Special Education Needs	Special Education Needs Policy/SEN Information Report
Pupil Premium	Pupil Premium Policy/Information Report
Sex Education	Sex Education Policy
Allegations of abuse against staff	<a href="#">Allegations of abuse against staff</a>
Pupils with medical conditions	<a href="#">Supporting Pupils With Medical Conditions Policy</a>
Staff Discipline	<a href="#">Staff Discipline, Conduct and Grievance , including whistle blowing</a>
Continuing Professional Development	<a href="#">Continuing Professional Development Policy</a>
Parental Complaints	Complaints Procedure
Alcohol on School Trips	<a href="#">Alcohol on School Trips protocol</a>
Code of Conduct for School Staff	<a href="#">Code of Conduct for School Staff</a>
Redundancy	<a href="#">Redundancy Policy</a>
Charging	Charging Policy
Curriculum	Curriculum Policy
School Uniform	Uniform brochure and Uniform Do's and Don't
Literacy and numeracy	<a href="#">Literacy and Numeracy Policy</a>
Home Learning (homework)	<a href="#">Home Learning Policy</a>
Collective Worship and PSHE	Citizenship, PSHE and Collective Worship Policy
Careers Advice and Education	Careers Advice and Education Policy
Assessment	Whole School Assessment, including Target Setting Policy
Learning and Teaching	<a href="#">Learning and Teaching Policy</a>
School Trips and Visits	<a href="#">School Trips and Visits</a>
Citizenship and PSHEe	<a href="#">Citizenship and PSHEe</a>
ICT Recovery	<a href="#">ICT Recovery Plan</a>
Business Continuity	<a href="#">Business Continuity Plan</a>
Critical Incidents	<a href="#">Critical Incident Plan</a>
Financial Procedures	<a href="#">Finance Procedures</a>
Receipt of Gifts and Donations	<a href="#">Donations Policy</a>
Staff Maternity and Paternity	<a href="#">Maternity, Paternity, Adoption and Joint Parental Leave Policy</a>
Freedom of Information	This policy
Governors' conduct	<a href="#">Governors' Code of Conduct</a>
Governor visits to school	<a href="#">Governor Visits to School protocol</a>
Register of business interests of Headteacher, senior staff and governors	Register of Governor's Interests. <a href="#">Declaration of Interest forms for school staff</a>
Risk Register	<a href="#">Risk Register</a>
School Travel Plan	<a href="#">School Travel Plan</a>
Self-Evaluation	<a href="#">Self-Evaluation Form</a>
Home-School agreement	<a href="#">Home-School Agreement</a>

<b>Other information</b>	<b>Information sources listed below are all hard copy only by request unless otherwise specified</b>
Curriculum circulars and statutory instruments	
Asset register	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE PUPIL ATTENDANCE REGISTER)</b>	

**Contact details: Martin Doidge, Director of Finance and Administration 01285 653447**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail postage (2 <sup>nd</sup> class)
<b>Statutory Fee</b>		In accordance with the relevant legislation where applicable
<b>Other</b>		

## 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 Head Teacher 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. They can be contacted at:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

Or

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

**E Mail: <https://ico.org.uk/global/contact-us/email/>**

**Website : <https://ico.org.uk/global/contact-us/>**