



**GOVERNORS' PUBLICATION SCHEME ON INFORMATION AVAILABLE
UNDER THE FREEDOM OF INFORMATION ACT 2000**

Issue No	Author/Owner	Date Written	Approved by Governors on	Comments
1	WF	April 2016	4 May 2016	

1 Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (FOIA) 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 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 5 of this scheme. The classes of information that we undertake to make available are organised into four broad topic areas:

School prospectus	information published for prospective parents.
Governors' documents	information published in governing body documents.
Students and curriculum	information about policies that relate to students and the school curriculum.

School policies and other information related to the school.
Information about policies that relate to the school in general.

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, or letter. Contact details are:

Website: www.backwellschool.net.
Email: mailbox@backwellschool.net
Tel: 01275 463371
Address: The Headteacher, Backwell School, Backwell, Bristol BS48 3BX

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST". If the information you're looking for is not available via the scheme and is not 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.

Single copies of most of the information covered by this publication are available free. 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.

5 Classes of information currently published

(a) The School Prospectus

Available from mid-September for entry to the school in Year 7 the following September.

(b) Governors' documents

The Instrument of Government and minutes of meetings of the governing body and its committees.

(c) Students and curriculum policies

Class	Description
Home – School Agreement	Statement of the school's responsibilities, the parents' responsibilities and the school's expectations of its students.
Curriculum Policy	Statement on the policy underlying the curriculum offered by the school.
Sex Education Policy	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the school's policy on providing for students with special educational needs.
Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum.
Equality Scheme	Statement of plan for promoting equality.
Collective Worship	Statement of policy on the required daily act of collective worship.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students.
Student Discipline	Statement of general principles on behaviour and discipline and of measures to prevent bullying.

d) School policies and other information related to the school

Class	Description
Published reports of Ofsted on the school	Published report of the last inspection of the school (for which a charge will be made) and the summary of the report.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection.
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted, for example school publications, music tuition, trips.
School session times and term dates	Details of school session and dates of school terms and holidays.
Health and Safety Policy	Statement of general policy with respect to health and safety at work of employees and students (and others) and the organisation and arrangements for carrying out the policy.
Complaints procedure	Statement of procedures for dealing with complaints.
Staff Performance Management Policies	Statement of procedures adopted by the governing body relating to the performance management of staff.
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum
Annex - Other documents	The Annex provides a list of other documents that are held by the school and are available on request

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 School Business Manager, Backwell School, Backwell, Bristol BS48 3BX.

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.

Address: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk

7 Annex – Further documents held by the school

Name of Document	Description
Sixth Form prospectus	For prospective entrants at Sixth Form level
Sixth Form courses	Syllabuses etc for all the courses offered at Sixth Form level
Key Stage 4 Options	Details of all courses offered in Years 10 and 11