

Publication Scheme: Guide to Information



INFORMATION	HOW THE INFORMATION CAN BE OBTAINED
Class one: Who we are and what we do	
Organisational information, structures and contacts (current information only)	
Who's who in the school and staffing structure	Website: Welcome to Bow Community Primary School (bowcps.devon.sch.uk) Printed copy: available upon request
Who's who on the governing board and the basis of their appointment	Website: Welcome to Bow Community Primary School (bowcps.devon.sch.uk) Printed copy: available upon request
Instrument of Government	Printed copy: available upon request
Address of school & contact details Contact details for the head - via the school	Website: Welcome to Bow Community Primary School (bowcps.devon.sch.uk) Printed copy: available upon request
Contact details for the chair of governors - via the clerk	Website: Welcome to Bow Community Primary School (bowcps.devon.sch.uk) Printed copy: available upon request
School term dates	Website: Welcome to Bow Community Primary School (bowcps.devon.sch.uk) Printed copy: available upon request

INFORMATION

HOW THE INFORMATION CAN BE OBTAINED

Class two: what we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
(Current and previous two financial years, as a minimum)

Annual budget plan and financial statements	Printed copy: available upon request
Capital funding	Printed copy: available upon request
Financial audit reports	Printed copy: available upon request
Pay policy	Printed copy: available upon request
Governors' Allowances & Expenses Policy	Printed copy: available upon request

Class three: what our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews (current information, as a minimum)

Performance data: Latest Ofsted report	Website: Welcome to Bow Community Primary School (bowcps.devon.sch.uk) Printed copy: available upon request
SIAMS report (Church of England schools only)	N/a
SATs results	N/a
Performance management: Appraisal Policy for Teachers & Head Teachers	Printed copy: available upon request
School Improvement Plan	Printed copy: available upon request

INFORMATION**HOW THE INFORMATION CAN BE OBTAINED****Class four: how we make decisions**

Decision making processes and records of decisions (current and previous three years, as a minimum)

Admissions policy / decisions
(not individual admission
decisions)

Website:

[Welcome to Bow Community Primary School \(bowcps.devon.sch.uk\)](http://www.bowcps.devon.sch.uk)

Printed copy: available upon request

Agendas and minutes of
meetings of the governing body
and its committees
N.B. these will exclude
information that is properly
regarded as not appropriate to
be made public

Website: [Welcome to Bow Community Primary School \(bowcps.devon.sch.uk\)](http://www.bowcps.devon.sch.uk)

Printed copy: available upon request

Class five: our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Pupil & curriculum, including:

- Accessibility Policy
- Child Protection & Safeguarding Policy
- Collective Worship Policy
- Curriculum Policy
- Home-school Agreement
- Pupil Discipline Policy
- Race Equality Policy
- Sex Education Policy
- SEND Policy

Website: (only some of these documents will be on the website)

[Welcome to Bow Community Primary School \(bowcps.devon.sch.uk\)](http://www.bowcps.devon.sch.uk)

Printed copy: available upon request

Records management and
personal data, including:

- Data Protection Policy

Website: (only some of these documents will be on the website)

[Welcome to Bow Community Primary School \(bowcps.devon.sch.uk\)](http://www.bowcps.devon.sch.uk)

Printed copy: available upon request

<ul style="list-style-type: none"> • Data Subject Request Procedure • Information Security Policy • Retention & Disposal Policy • Privacy Notices 	<p>Website: Welcome to Bow Community Primary School (bowcps.devon.sch.uk) Printed copy: available upon request</p>
<p>Other policies & procedures, including:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Complaints Policy • Discipline and Grievance Policy • Equality Policy • Health and Safety Policy • Staff Conduct Policy • Staff Recruitment Policies 	<p>Website: (only some of these documents will be on the website) Welcome to Bow Community Primary School (bowcps.devon.sch.uk) Printed copy: available upon request</p>
<p>Class six: lists and registers Currently maintained lists and registers only. (This does not include the attendance register)</p>	
<p>Disclosure logs</p>	<p>Inspection only – please contact the school</p>
<p>Asset register</p>	<p>Inspection only – please contact the school</p>
<p>Any additional information the school is currently legally required to hold in publicly available registers</p>	<p>Inspection only – please contact the school</p>

INFORMATION**HOW THE INFORMATION CAN BE OBTAINED****Class seven: the services we offer**

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses
(Current information only)

After school clubs

Website: [Welcome to Bow Community Primary School \(bowcps.devon.sch.uk\)](http://bowcps.devon.sch.uk)

Printed copy: available upon request

School publications, leaflets, books
and newsletters

Website:
[Welcome to Bow Community Primary School \(bowcps.devon.sch.uk\)](http://bowcps.devon.sch.uk)

Printed copy: available upon request

Schedule of Charges

All information on our websites can be accessed free of charge.

A single printed copy of information on our website will be provided free of charge.

A charge will be made for additional copies or for copies of information not published on our website in accordance with the charging schedule in the table below. We will inform you of the applicable charge for meeting your request for information before we fulfil the request.

DESCRIPTION	BASIS OF CHARGE	CHARGE
Black & white photocopying/printing	Actual cost	10p per page
Colour photocopying/printing	Actual cost	15p per page
Postage	Actual cost	Standard Royal Mail second class delivery

Contact

Any request for information should be made by contacting the school.

SCHOOL	ADDRESS	EMAIL ADDRESS	TELEPHONE
Bow Community Primary School	Bow Community Primary School Station Road Bow Devon EX17 6HU	admin@bowcps.devon.sch.uk	01363 82319

Feedback and Complaints

We welcome any comments you may have about our handling of requests under the Freedom of Information Act.

You must initially address your comments to our Data Protection Officer (DPO):

Alvin Scott (DPO)
Coplestone Primary School
Bewsley Hill
Coplestone
Crediton
Devon
EX17 5NX

Email: dpo@devonmoorsfederation.devon.sch.uk

If our DPO is unable to resolve your concerns to your satisfaction and you feel that a formal complaint is necessary, 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 which deals with formal complaints. They can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 0303 123 1113

Website: <https://ico.org.uk>

Approved - Add date approved by the governing board/appropriate committee