

Freedom of Information



Guide to information available from Stowford School under the publication scheme

The policy below outlines how we, as an educational provider, meet our duties under the Freedom of Information Act 2000 and associated regulations. The publication scheme below specifies the information we publish, either on the school website, or on the website of Westcountry Schools Trust, and whether the information will be available free of charge or on payment.

Please note that Freedom of Information requests must:

- be made in writing (this includes email)
- state the name of the applicant and an address for correspondence
- describe the information requested

Please address Freedom of Information requests to:

The Company Secretary,
Westcountry Schools Trust
Harford Road
Ivybridge
Devon
PL21 0JA

admin@westst.org.uk

It will help us to answer your request more quickly if it is clearly marked "Freedom of Information" request either in the subject line of your email or on the envelope.

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Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)
Who's who in the school	School website
Who's who on the governing body and the basis of their appointment	School website
Academy Master Funding Agreement and Supplemental Funding Agreements	Westcountry Schools Trust website (www.westst.org.uk)
Academy Trust Memorandum and Articles of Association	Westcountry Schools Trust website
Contact details for the Head teacher and for the governing body via the school	School website
Staffing structure	Available on request from the school
School session times, term dates and holidays	School website
Address of school and contact details, including email address	School website
Class 2 - 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 financial year	(hard copy and/or website)
Annual budget plan and financial statements for the school	Available from the Company Secretary
Annual report and financial statements	Westcountry Schools Trust website
Capital funding	Available from the Company Secretary
Financial audit reports	Available from the Company Secretary
Additional funding - income generation schemes and other sources of funding	Available from the Company Secretary
Use of Pupil Premium and Sports Premium funding (this explained how the funding is used and its impact)	School website
Procurement and contracts - details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Available from the Company Secretary

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Pay policy	Westcountry Schools Trust website
Staffing, pay and grading structure	Available from the Company Secretary
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Available from the Company Secretary
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Available from the Company Secretary
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)
School Profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	DFE website school performance tables (www.education.gov.uk/schools/performance/) School website and Ofsted website Available from the school on request
Performance management policy and procedures adopted by the governing body	Westcountry Schools Trust website
Schools future plans	Available on request from the school
Safeguarding and child protection	School website
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy and/or website)
Admissions policy/decisions (not individual admission decisions)	School website
Agendas and Minutes of meetings of the governing body and (if held) its sub-committees. NB this will exclude information that is properly regarded as private to the meetings	School website

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy and/or website)
<p>School policies including:</p> <ul style="list-style-type: none"> • Behaviour (inc. exclusion of pupils) • Charging and remissions • Equality • Health and Safety • Complaints procedure 	School website
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Curriculum • Sex and Relationships • Special educational needs • Accessibility 	School website
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection policy (including information sharing policies) 	Westcountry Schools Trust website/HR Dept.
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	(hard copy and/or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Available on request from the school
Disclosure logs	Available on request from the school
Asset register	Available on request from the Trust registered office
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Available on request from the Trust registered office

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Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/or website; some information may only be available by inspection)
Extra-curricular activities	School website
Out of school clubs	School website
School publications, leaflets, books and newsletter	School website
Services for which the school is entitled to recover a fee, together with those fees (if applicable)	School website

Information that we will not publish

- Information which could reveal confidential information about individual members of the Trust or school communities
- Information which is exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure
- Information only available in draft form
- Information which is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons

SCHEDULE OF CHARGES:

Information published on the website is free, although you may incur a cost from your internet provider. There may be a charge for photocopying and/or postage if there is a lot of photocopying to be done, or an associated postage cost.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation, currently the Freedom of Information Act 2000(quote the actual statute)
Other	The calculation of other costs will be explained whenever other costs are incurred e.g. translation	

- *The actual cost incurred by Stowford School/Westcountry Schools Trust