

This is THE AXE VALLEY COMMUNITY COLLEGE'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 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 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 college aims to:

- **Success** – Students to make excellent progress and achieve well beyond national expectations
- **Rapture** – generate a contagious excitement and deep sense of fulfilment through college life
- **Livelihood** – the college wants the students' college experience to make a deep impression on their future lives by giving them confidence, a positive view of the world and the belief that they can make a significant contribution to society
- **Learning** – it is vital to create adaptive, creative and responsible learners who are able to be competitive in the future job market and enjoy the challenge of learning across their lives

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 three broad topic areas:

- *College Prospectus* – information published in the college prospectus.
- *Pupils & Curriculum* – information about the college policies that relate to pupils and the college curriculum.
- *College Policies and other information related to the college*- information about policies that relate to the school in general.

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: admin@axevalley.devon.sch.uk

Tel: 01297 32146

Fax: 01297 35851

Contact Address: **The Axe Valley Community College, Chard Street, Axminster, EX13 5EA**

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 college 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 don't 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 publications or videos we will let you know the cost before fulfilling your request. Where

there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

College Prospectus – this section sets out information published in the college prospectus.

Class	Description	Website
College Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the college's discretion):</p> <ul style="list-style-type: none"> • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the college by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the college 	√

This section sets out information published and in governing body documents.

Class	Description	Website
Instrument of Government	<ul style="list-style-type: none"> • The name of the college • The category of the college • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect 	

Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees for <i>current and last full academic college year</i>	
---	--	--

Pupils & Curriculum Policies - **This section gives access to information about policies that relate to pupils and the college curriculum.**

Class	Description	Website
Home – college agreement	Statement of the college's aims and values, the college's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements	√
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the college	
Sex Education Policy	Statement of policy with regard to sex and relationship education	
Special Education Needs Policy	Information about the college's policy on providing for pupils with special educational needs	√
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.	
Race Equality Policy	Statement of policy for promoting race equality	
Collective Worship	Statement of arrangements for the required daily act of collective worship	

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Careers Education Policy	Statement of the programmes of careers education provided for Key 4.	
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>	√
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	

School Policies and other information related to the school - **This section gives access to information about policies that relate to the school in general.**

Class	Description	
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the college and, where appropriate, inspection reports of religious education in those colleges designated as having a religious character	
Ofsted inspection Self-Evaluation Form ¹	A statement of the governing body's evaluation of the college's performance.	
Charging and Remissions Policies	A statement of the college's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips	
College session times and term dates	Details of college session and dates of school terms and holidays	√
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy	

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Complaints procedure	Statement of procedures for dealing with complaints	
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures	
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	
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.	
Staffing Structure Implementation Plan	The college's plan for the implementation of any changes to its staffing structure following statutory review.	
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum	
Admissions policy	Statement of the college policy on admissions.	

[Our website is at www.axevalley.devon.sch.uk

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 **Headteacher, The Axe Valley Community College, Chard Street, Axminster, EX13 5EA.**

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: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website : www.informationcommissioner.gov.uk

Agreed June 2010