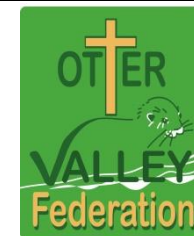


# Publication Scheme: Guide to Information



INFORMATION	HOW THE INFORMATION CAN BE OBTAINED
<b>Class one: Who we are and what we do</b>	
Organisational information, structures and contacts (current information only)	
Who's who in the school and staffing structure	Websites: <a href="#">Staff - Feniton Church of England Primary School</a> <a href="#">Staff - Tipton St John (tipton-stjohn.devon.sch.uk)</a>  Printed copy: available upon request
Who's who on the governing board and the basis of their appointment	Website: <a href="#">Governors « Otter Valley Federation</a>  Printed copy: available upon request
Instrument of Government	Printed copy: available upon request
Address of school & contact details  Contact details for the executive head - via the school	Websites: <a href="#">Contact us - Feniton Church of England Primary School</a> <a href="#">Contact us - Tipton St John (tipton-stjohn.devon.sch.uk)</a>  Printed copy: available upon request
Contact details for the chair of governors - via the clerk	Website: Otter Valley Federation website Printed copy: available upon request
School term dates	Website: <a href="#">Calendar - Feniton Church of England Primary School</a> <a href="#">Calendar - Tipton St John (tipton-stjohn.devon.sch.uk)</a> 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	Websites: <a href="#">Ofsted and School Data - Feniton Church of England Primary School</a> <a href="#">Ofsted and School Data - Tipton St John (tipton-stjohn.devon.sch.uk)</a>
SIAMS report (Church of England schools only)	<a href="#">SIAMS - Feniton Church of England Primary School</a> <a href="#">SIAMS - Tipton St John (tipton-stjohn.devon.sch.uk)</a>
SATs results	<a href="#">SATs Results Feniton Primary School</a> <a href="#">SATs Results Tipton St John Primary</a> Printed copy: available upon request
Performance management: Appraisal Policy for Teachers & Head Teachers	Printed copy: available upon request
Federation Development 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)

Websites:  
[Admissions - Feniton Church of England Primary School](#)  
[Admissions - Tipton St John \(tipton-stjohn.devon.sch.uk\)](#)

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

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
- Safeguarding Policy
- Collective Worship Policy
- Curriculum Policy
- Home-school Agreement
- Behaviour Policy
- Equality Policy
- RSE Policy
- SEND Policy

Website: (only some of these documents will be on the website)  
[Policies « Otter Valley Federation](#)

Printed copy: available upon request

Records management and personal data, including:

- Data Protection Policy
- Data Subject Request Procedure

Website: (only some of these documents will be on the website)  
[Policies « Otter Valley Federation](#)

<ul style="list-style-type: none"> <li>• Information Security Policy</li> <li>• Retention &amp; Disposal Policy</li> <li>• Privacy Notices</li> </ul>	<p>Printed copy: available upon request</p> <p>Websites:  <a href="#">General Documents - Feniton Church of England Primary School</a>  <a href="#">General Documents - Tipton St John Primary School</a></p> <p>Printed copy: available upon request</p>
<p>Other policies &amp; procedures, including:</p> <ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li> <li>• Complaints Procedure</li> <li>• Discipline and Grievance Policy</li> <li>• Equality Policy</li> <li>• Health and Safety Policy</li> <li>• Staff Conduct Policy</li> <li>• Staff Recruitment Policies</li> </ul>	<p>Website: (only some of these documents will be on the website)  <a href="#">Policies « Otter Valley Federation</a></p> <p>Printed copy: available upon request</p>
<p><b>Class six: lists and registers</b>  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>

<p><b>INFORMATION</b></p>	<p><b>HOW THE INFORMATION CAN BE OBTAINED</b></p>
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**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)

Breakfast club / after school clubs	Websites: <a href="#">Breakfast &amp; After School Club - Feniton Church of England Primary School</a> Printed copy: available upon request
School publications, leaflets, books and newsletters	Websites: <a href="#">Newsletters - Feniton Church of England Primary School</a> <a href="#">Newsletters - Tipton St John (tipton-stjohn.devon.sch.uk)</a> Emailed home to parents/carers once a week. 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 one of the federation's schools.

SCHOOL	ADDRESS	EMAIL ADDRESS	TELEPHONE
<b>Feniton Church of England Primary School</b>	Station Road Feniton Honiton Devon EX14 3EA	<a href="mailto:admin@feniton.devon.sch.uk">admin@feniton.devon.sch.uk</a>	01404 850303
<b>Tipton St John Church of England Primary School</b>	Tipton St John Sidmouth EX10 0AG 01404 812943	<a href="mailto:admin@tipton-stjohn.devon.sch.uk">admin@tipton-stjohn.devon.sch.uk</a>	01404 812943

# 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)  
Cobblestone Primary School  
Bewsley Hill  
Cobblestone  
Crediton  
Devon  
EX17 5NX

Email: [dpo@devonmoorsfederation.devon.sch.uk](mailto: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 by Parent & Christian Communities Lead Governors 14<sup>th</sup> November 2023