



This is Bohunt School'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 will 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 that 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. Aims and Objectives

Individuals will achieve their potential at Bohunt through:

- High quality teaching in a stimulating and challenging learning environment
- Access to an extensive range of learning resources and opportunities
- Opportunities to develop trusting relationships
- Being known, cared about and belonging
- A calm, peaceful environment where every one feels safe, valued and respected
- An attractive and enriching atmosphere
- Learning and leisure opportunities for all members of our community
- A partnership between school, home and the wider community

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 four broad topic areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in the Governors' Annual Report and in other governing body documents.

Students & 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.

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:

website www.bohunt.hants.sch.uk.

Email: enquiries@bohunt.hants.sch.uk

Telephone: 01428 724324

Fax: 01428 725120

Contact Address: Longmoor Road Liphook, Hants, GU30 7NY.

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST”

If the information you're looking for isn't available via the scheme you can still contact the school 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

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the Headteacher and chair of governors• information on the school policy on admissions• a statement of the school's ethos and values• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those Students• information about the school's policy on providing for Students with special educational needs• number of Students on roll and rates of Students' authorised and unauthorised absences• National Curriculum assessment results for appropriate Key Stages, with national summary figures• GCSE/GNVQ and other results in the school, locally and nationally• the destinations of school leavers• the arrangements for visits to the school by prospective parents• the number of places for Students of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

Students & Curriculum Policies – This section gives access to information about policies that relate to Students and the school curriculum.

Class	Description
Home – school agreement	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its Students 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 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, improving the accessibility of the physical environment and improving delivery of information to disabled Students.
Race Equality Policy	Statement of policy for promoting race equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
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 Students at the school. (From March 2004).
Student Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

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

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 school 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 an optional extra or board and lodging for which charges are permitted, for example school publication, music tuition, trips.
School session times and term dates	Details of school 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.
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 headteacher 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.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the headteacher of governing body relating to the cu

Link Governors' Committee: C&F

Key member of Senior Team: Brian Knight

Date ratified: 27 November 2012

Date due for review: September 2015