

THE TWO RIVERS FEDERATION

PUBLICATION SCHEME AND GUIDE TO INFORMATION



1. Introduction

1.1 The Freedom of Information Act 2000 (FOIA) makes provision for the disclosure of information held by public authorities. Maintained schools fall under the definition of public authorities under the Act and so the FOIA applies to information that is held by both schools within the Two Rivers Federation.

2. Publication scheme

2.1 The FOIA requires public authorities to adopt and maintain a publication scheme which commits the authority to proactively make available information that falls within certain defined classes of information. The Two Rivers Federation has adopted the Information Commissioner's Office's model publication scheme, as below:



Model publication scheme (version 1.2 20151023)

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that 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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

3. Guide to Information

3.1 The following guide to information supports the above publication scheme by providing details of how information which the federation publishes or routinely makes available can be accessed. The information is split into seven categories known as 'classes'. These classes are laid out in the table below. That table provides information about both of the federation's schools, namely:

- Bishops Tawton Primary School
- Langtree Community School.

In the 'How the Information Can Be Obtained' column of the table, there are weblinks that will take you directly to the relevant information on the school's website.

| 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 | Websites: Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/staff/187157 Langtree Community School: https://www.langtree.devon.sch.uk/web/our_staff/626870 Printed copy: available upon request |
| Who's who on the governing board and the basis of their appointment | Website: Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/governors/187158 Langtree: https://www.langtree.devon.sch.uk/web/governors/626886 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: Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/contact/176327 Langtree: https://www.langtree.devon.sch.uk/web/contact/626842 Printed copy: available upon request |
| Contact details for the chair of governors: contact via the clerk to the governors | Website: Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/governors/187158 Langtree: https://www.langtree.devon.sch.uk/web/contact/626842 Printed copy: available upon request |
| School term dates | Website: Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/term_dates_/198572 Langtree: https://www.langtree.devon.sch.uk/web/term_dates/628119 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 financial year, 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: Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/ofsted_and_parent_view/185255 Langtree: https://www.langtree.devon.sch.uk/web/ofsted_parent_view/628189 |
| SIAMS report (Church of England schools only) | N/a |
| SATs results | Websites: Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/statutory_information/188105 Langtree: https://www.langtree.devon.sch.uk/web/primary_school_assessments/628193 Printed copy: available upon request |
| 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) | Websites: Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/statutory_information/188105 Langtree: https://www.langtree.devon.sch.uk/web/admission_arrangements/626905 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: <ul style="list-style-type: none">• 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) Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/policies/188118 Langtree: https://www.langtree.devon.sch.uk/web/policies/627293 Printed copy: available upon request |
| Records management and personal data, including: <ul style="list-style-type: none">• Data Protection Policy• Data Subject Request Procedure• Retention & Disposal Policy | N.B. These policies are not on the website Printed copy: available upon request |

| | |
|--|---|
| <ul style="list-style-type: none"> Privacy notices | Websites: Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/data_protection_and_privacy/353542 Langtree: https://www.langtree.devon.sch.uk/web/data_protection_and_privacy/628191 Printed copy: available upon request |
| Other policies & procedures, including: <ul style="list-style-type: none"> Charging and Remissions Policy Complaints Procedure Discipline and Grievance Policy Equality Policy Health and Safety Policy Staff Conduct Policy Staff Recruitment Policies | Website: (only some of these documents will be on the website) Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/policies/188118 Langtree: https://www.langtree.devon.sch.uk/web/policies/627293 Printed copy: available upon request |
| Class six: lists and registers Currently maintained lists and registers only. (This does not include the attendance register) | |
| Disclosure logs | Inspection only – please contact the school |
| Asset register | Inspection only – please contact the school |
| Any information the school is currently legally required to hold in publicly available registers | Inspection only – please contact the school |

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)

| | |
|--|---|
| Breakfast club / morning club / after school clubs | Websites: Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/school_child_care_service/368331 Langtree: https://www.langtree.devon.sch.uk/web/school_child_care_service/651869 0 Printed copy: available upon request |
| School publications, leaflets, books and newsletters | Websites: Bishops Tawton: https://www.bishopstawton-primary.devon.sch.uk/web/newsletters/202944 Langtree: https://www.langtree.devon.sch.uk/web/may_2025/709560 Printed copy: available upon request |

4. Charges for information

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

4.2 A charge will be made for meeting a request for paper copies of information held by the federation. That charge will be calculated in accordance with the charging schedule in the table below. We will inform you of the applicable charge, how it has been calculated and how it can be paid. The fee must be received by the federation before the copies requested will be provided.

| SCHEDULE OF CHARGES | | |
|-------------------------------------|-----------------|---|
| DESCRIPTION | BASIS OF CHARGE | CHARGE |
| Black & white photocopying/printing | Actual cost | 5p per page |
| Colour photocopying/printing | Actual cost | 15p per page |
| Postage and packaging | Actual cost | Standard Royal Mail second class delivery + cost of packaging |

5. How to request information

5.1 If you require a printed version of a particular document listed in the table above, please contact the appropriate school. Contact details for each school are set out below.

5.2 In addition to imposing a duty to proactively make information available, the FOIA also provides a right for individuals to request information from a public authority. Information that has not already been made available by the Two Rivers Federation under its publication scheme can be requested by writing to any of the federation's schools using the contact details below. It would assist us greatly if you clearly mark your request as being a Freedom of Information Act request.

Contact

Any request for information should be made by contacting one of the federation's schools.

| SCHOOL | ADDRESS | EMAIL ADDRESS | TELEPHONE |
|--------------------------------------|---|--|--------------|
| Bishops Tawton Primary School | Bishops Tawton Primary School School Lane Barnstaple Devon EX32 0AE | admin@langtree-school.org | 01271 343002 |
| Langtree Community School | Langtree Community School Fore Street Langtree Devon EX38 8NF | admin@langtree-school.org | 01805 601354 |

Feedback and Complaints

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

If you have any comments or suggestions either about our publication scheme or about this guide to information, or if you are dissatisfied with the federation's response to its obligations under the Freedom of Information Act, please contact the federation's Data Protection Officer (DPO) in the first instance:

Alvin Scott (DPO)
Coplestone Primary School
Bewsley Hill
Coplestone
Credon
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 may be contacted in the following ways:

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

Enquiry/Information Line: 0303 123 1113.

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

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