



Freedom of Information Policy

Governor Committee Responsible	Resources
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Policy approved by Governors/Head Teacher	Governors
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To be read in conjunction with the following policies	

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This is Heather Ridge Infant School 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 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. 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:

School Brochure – information published in the school brochure.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

3. 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: info@heather-ridge.co.uk

Tel: **01276 24918**

Fax: **01276 675881**

Contact Address: **Heather Ridge Infant School, Martindale Avenue, Heatherside, Camberley, Surrey, GU15 1AY**

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, you can still contact the school to ask if we have it. Some school information is available on the website www.heather-ridge.co.uk

4. Paying for information

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.

5. Classes of Information Currently Published

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government <i>The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body.</i>	School
School Brochure	Website
Annual Report <i>Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.</i>	Website
Staffing structure	Website
School session times and term dates <i>Details of school session times and dates of school terms and holidays</i>	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)	
Pay policy <i>The statement of the school's policy and procedures regarding teachers' pay.</i>	Hard Copy
Staffing and grading structure	Hard Copy
Governors' allowances <i>Details of allowances and expenses that can be claimed or incurred.</i>	Hard Copy

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
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 	Website/Hardcopy
Performance management policy and procedures adopted by the governing body.	Hard Copy
Schools future plans Any major proposals for the future of the school involving, for example, consultation or a change in school status.	Hard Copy
Every Child Matters – policies and procedures The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.	Hard Copy/Website
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Admissions policy/decisions (not individual admission decisions) <i>The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.</i>	Website/Hardcopy
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

School policies including: <ul style="list-style-type: none">• Charging and remissions policy• Health and Safety• Complaints procedure• Staff conduct policy• Discipline and grievance policies• Staffing structure implementation plan• Information request handling policy• Equality and diversity (including equal opportunities) policies• Staff recruitment policies	Hardcopy/Website
Pupil and curriculum policies, including: <ul style="list-style-type: none">• Home-school agreement• Curriculum• Sex education• Special educational needs• Accessibility• Race equality• Collective worship• Careers education• Pupil discipline	Hardcopy/Website
Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention destruction and archive policies• Data protection (including information sharing policies)	Hard copy/Website
Charging regimes and policies. Charging & Remissions policy	Hardcopy/Website

Class 6 – Lists and Registers	
Curriculum circulars and statutory instruments	Hard copy/Website
Disclosure logs	Hard copy/Website
Asset register	Hard copy/Website
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy/Website
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Extra-curricular activities	Hard copy/Website
Out of school clubs	Hard copy/Website
School publications	Hard copy/Website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy/Website
Leaflets books and newsletters	Hard copy/Website

6. 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 the Head.

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:

Enquiry/Information Line: **0303 123 1113**

E Mail: casework@ico.org.uk

Website : www.ico.org.uk