

# Highwood Primary School



*"Preparing today's children  
for tomorrow's world"*

# Publication Scheme

September 2014

Agreed by SLT: 21/10/14

Ratified by Governors on 18/11/14



Publication Scheme



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**This is the Highwood Primary School Publication Scheme detailing information available under the Freedom of Information Act 2000 (based on the Hertfordshire Model Scheme).**

*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 ICO would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is 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 latest model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website.

## 2. 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 or you can visit our website at [www.highwood.herts.sch.uk](http://www.highwood.herts.sch.uk)

Email: [admin@highwood.herts.sch.uk](mailto:admin@highwood.herts.sch.uk)

Tel: 01923 484650

Contact Address: Highwood Primary School, Mead Way, Bushey, Herts, WD23 2AW

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 school to ask if we have it.

## 3. 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 4. 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 we will let you know the cost before fulfilling your request. A charge of 5 pence per sheet may be charged for printed or photocopied materials.

## 4. Classes of Information Currently Published

<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	From our website or hard copy (on request from the school).
<ul style="list-style-type: none"><li><b>Instrument of Government</b></li></ul> <p>The Instrument of Government is the documentation which records the name and category of the school and the name and constitution of its governing body. This was revised in September 2014</p> <ul style="list-style-type: none"><li><b>School prospectus : (revised November 2014)</b></li></ul> <p>The statutory contents of the school prospectus are as follows:</p> <ul style="list-style-type: none"><li>- information about the implementation of the governing body's policy on pupils with special educational needs (SEN).</li><li>- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.</li></ul>	From our website or hard copy (on request from the school).

<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>
<ul style="list-style-type: none"> <li>• <b>Governing Body</b></li> </ul> <p>The names, and contact details of the governors and the basis on which they have been appointed.</p> <ul style="list-style-type: none"> <li>• <b>School session times and term dates</b></li> </ul> <p>Details of school session times and dates of school terms and holidays.</p> <ul style="list-style-type: none"> <li>• <b>Location and contact information</b></li> </ul> <p>The address, telephone number and website for the school together with the names of key personnel.</p>	<p>From our website or hard copy (on request from the school).</p>
<p><b>Class 2 - What we spend and how we spend it</b>  Financial information about projected and actual income and expenditure. Current and previous financial year.</p>	<p>From our website or hard copy (on request from the school).</p>
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b></li> </ul> <p>Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</p> <ul style="list-style-type: none"> <li>• <b>Capital funding</b></li> </ul> <p>Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</p> <ul style="list-style-type: none"> <li>• <b>Additional Funding</b></li> </ul> <p>Income generation schemes and other sources of funding (PSP, Lettings, Breakfast Club and Tea Time Club).</p> <ul style="list-style-type: none"> <li>• <b>Pay policy</b></li> </ul> <p>The statement of the school's policy and procedures regarding teachers' pay.</p>	<p>From our website or hard copy (on request from the school).</p> <p>Hard copy (on request from the school).</p> <p>Hard copy (on request from the school).</p>
<p><b>Class 3 - What our priorities are and how we are doing</b></p> <ul style="list-style-type: none"> <li>• Current improvement priorities</li> <li>• Current assessment data</li> </ul>	<p>From our website or hard copy (on request from the school).</p>
<ul style="list-style-type: none"> <li>• <b>School profile</b></li> </ul> <ul style="list-style-type: none"> <li>- LA and DfE supplied performance data</li> <li>- The latest Ofsted report</li> <li>- Pupil premium statement</li> <li>- Sports premium statement</li> </ul> <ul style="list-style-type: none"> <li>• <b>Staff Appraisal Policy</b></li> </ul>	<p>From our website or hard copy (on request from the school).</p> <p>Hard copy (on request from the school).</p>

<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>
<ul style="list-style-type: none"> <li>• <b>Schools future plans</b> <ul style="list-style-type: none"> <li>- Academy status (<b><i>currently under review</i></b>)</li> </ul> </li> <li>• <b>Child Protection Policy</b></li> </ul>	<p>From our website or hard copy (on request from the school).</p>
<p><b>Class 4 - How we make decisions</b></p> <ul style="list-style-type: none"> <li>- Monitoring and Evaluation Schedule</li> <li>- School Improvement Plan (SIP)</li> <li>- School Self Evaluation (SEF)</li> <li>- Staff Deployment</li> </ul>	<p>Hard copy (on request from the school).</p>
<ul style="list-style-type: none"> <li>• <b>Admissions policy / decisions</b></li> </ul> <p>The school's admission arrangements and procedures, together with information about the right of appeal.</p> <ul style="list-style-type: none"> <li>• <b>Minutes of meetings of the Governing body and its sub-committees</b></li> </ul> <p>Minutes, agendas and papers considered at Governors Meetings are available on request from the school.</p>	<p>Hard copy (on request from the school).</p> <p>Hard copy (on request from the school).</p>
<p><b>Class 5 - Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>	<p>From our website or hard copy (on request from the school).</p>
<ul style="list-style-type: none"> <li>• <b>School policies</b></li> </ul> <p>This includes a charging policy (which includes information on remissions), health and safety (which includes information on risk assessment), complaints procedure, staff conduct policy and staff handbook, staff capability and disciplinary and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</p> <ul style="list-style-type: none"> <li>• <b>Pupil and Curriculum policies</b></li> </ul> <p>This includes such policies as home-school agreement, home learning, literacy, mathematics, science and foundation subjects, sex education, special educational needs, accessibility, single equality scheme (including race equality), collective worship and behaviour</p> <ul style="list-style-type: none"> <li>• <b>Records management and personal data policies</b></li> </ul> <p>This will include information security policies, records retention, destruction and archive policies, data protection (including data sharing and breach management) policies.</p> <ul style="list-style-type: none"> <li>• <b>Equality and diversity</b> <ul style="list-style-type: none"> <li>- Single Equality Scheme</li> </ul> </li> </ul>	<p>Either from our website or hard copy (on request from the school).</p>

<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>
<b>Class 6 - Lists and registers (Any information the school is currently legally required to hold in publicly available registers.)</b> - Currently maintained list and registers only using Schools Information Management System (SIMS).	Not available. Children's electronic records available to parents on request.
<b>The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	From our website or via the School Office
<ul style="list-style-type: none"> <li>• <b>Extra-curricular activities</b></li> <li>• <b>Out of school clubs</b></li> <li>• <b>School publications</b></li> <li>• <b>Leaflets, booklets and newsletters.</b></li> </ul>	From our website or hard copy (on request from the school).

**Our website is at** ([www.highwood.herts.sch.uk](http://www.highwood.herts.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 [head@highwood.herts.sch.uk](mailto:head@highwood.herts.sch.uk).

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](mailto:publications@ic-foi.demon.co.uk).**

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**