

This is Hyde Park Infant School's Publication Scheme on information available under the Freedom of Information Act 2000

The legal stuff

["public authority" and "authority" as used in the Model Publication Scheme refer to Hyde Park Infant School]



Model publication scheme

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.

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.

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.

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The governing body is responsible for maintenance of this scheme.

What a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, will 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 either available on the school website, or by e-mail or 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.

Aims and Objectives AIMS OF OUR SCHOOL

Our aim is to provide an inclusive, warm, caring and stimulating environment where every child can gain self-confidence and learn to become independent. It is important that the children are not only encouraged to have self-respect but that they are given the opportunity to appreciate the value of others. Each individual child is helped to develop his/her own personality within a secure environment whilst always being aware of the needs of others.

We firmly believe that children learn effectively in a secure, caring atmosphere where they have access to a wide range of first hand experiences. We aim to develop in the children a sense of responsibility, self-discipline and a thoughtful attitude towards others. We deliberately create situations in which they can show initiative, self-reliance and consideration. Opportunities are given for working co-operatively with other children and adults as well as on individual tasks.

We have high expectations of the children and encourage them to set themselves high standards of work and behaviour. Our broad and balanced curriculum meets and extends the requirements of the National Curriculum, providing continuity and progression; this means that we are concerned with the acquisition of knowledge, the understanding of concepts, the skills of problem solving, aesthetic appreciation, physical development and the application of these to everyday situations. We are committed to a child-centred educational approach, which enables the individual to develop their own potential so that they may become independent, responsible, useful, thinking, confident and considerate members of the community.

- This list is by no means complete but might go some way to show the enormous task we willingly undertake. It is important to remember that children are individuals and do not all develop at the same pace and that they must be valued for what they are not for what they have achieved. We recognise the crucial role which parents play in their children's education and make every effort to encourage parental involvement in the educational process in a partnership style.

This publication scheme is a means of showing how we are pursuing these aims.

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:-

Email: hyde.park.infants.school@plymouth.gov.uk

Tel: **01752 225493**

Fax: **01752 252294**

Address: **Hyde Park Infant School, Hyde Park Road, Mutley, Plymouth, PL3 4RF**

Website: www.hydepark-inf.plymouth.sch.uk

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.

Paying for information

Information published on our website or sent by e-mail 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.

All paper copies of information covered by this publication will incur a charge. If your request means that we have to pay postage, or is for a priced item such as some printed publications or videos, such costs will be passed on to you. We will let you know the cost before fulfilling your request. Payment may be requested prior to provision of the information.

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 Headteacher,
Hyde Park Infant School
Hyde Park Road
Mutley
Plymouth
PL3 4RF**

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

Website : www.informationcommissioner.gov.uk

Classes of Information covered by this scheme

Who we are and what we do

Organisational information, structures, locations and contacts [current information only].

Instrument of Government

The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.

School prospectus

The statutory contents of the school prospectus, as follows:

- information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.

Once the prospectus has been published and made available to parents, access to it will be available to anyone.

Board of Governors

The names, and contact details of the governors will be available and the basis on which they have been appointed.

School session times and term dates

Details of school session times and dates of school terms and holidays.

Location and contact information

The address, telephone number and website for the school together with the names of key personnel.

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous two financial years will be available.

Annual budget plan and financial statements

Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.

Capital funding

Details of the capital funding allocated to the school together with information on related building projects and other capital projects.

Additional Funding

Income generation schemes and other sources of funding.

Procurement and contracts

Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.

Pay policy

The statement of the school's policy and procedures regarding teachers' pay.

Staffing and grading structure

Governors' allowances

Details of allowances and expenses that can be claimed.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews [current information]. Below is a list of the type of information available for publication.

School profile

Government-supplied performance data

Summary of latest Ofsted report* (* the full Ofsted report will also be available.)

The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community

Performance management information

Performance management policy and procedures adopted by the governing body.

School's future plans

Any major proposals for the future of the school involving, for example, consultation or a change in school status.

Every Child Matters / child protection

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.

How we make decisions

Decision-making processes and records of decisions [for the current and previous three years].

Admissions policy / decisions

The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions will not be published.

Minutes of meetings of the Governing body and its sub-committees

Minutes, agendas and papers considered at such meetings will be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities [current only].

School policies

This includes school policies and procedures together with other information related to the school, including:- charging and remissions policy, health and safety and risk assessment (except those that name children), complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.

Pupil and Curriculum policies

This includes such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, and pupil behaviour and anti-bullying.

Records management and personal data policies

This includes information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

Equality and diversity

This includes policies, schemes, statements, procedures and guidelines relating to equal opportunities.

Policies and procedures for the recruitment of staff

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

Charging regimes and policies

Details of any statutory charging regimes will be provided. Charging policies will include charges made for information routinely published. They will clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

Lists and registers

Information in currently maintained list and registers only [and subject to Data Protection Act].

Curriculum circulars and statutory instruments

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

Disclosure logs

The school maintains a disclosure log indicating the information provided in response to requests.

Asset register

Information about capital assets is held by the Local Authority

Any information the school is currently legally required to hold in publicly available registers

The services we offer

Information about the services the school provides including leaflets, guidance and newsletters. Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services included here are:

- **Extra-curricular activities**
- **Out of school clubs**
- **School publications**
- **Services for which the school is entitled to recover a fee, together with those fees**
- **Leaflets, booklets and newsletters**

Scheme adopted ...22 April 2010

Annual review ...

Signed ...