



# Freedom of Information Policy and Publication Scheme

## THE FEDERATION OF HACKBRIDGE PRIMARY SCHOOL & SPENCER NURSERY SCHOOL

**Date Adopted: 3<sup>rd</sup> March 2014**

**Last Reviewed: Spring 2020**

**Review Cycle: Bi-annual**

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### **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 the 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 receipt of 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 that 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.

The Governing Body is responsible for maintenance of this scheme.

### **2 Aims and Objectives**

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child;
- Help every child develop the skills, knowledge and personal qualities needed for life and work

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 School Profile and in other governing body documents
- 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

#### 4 How to request information

Many of the documents are available on our websites. You will find our websites at <http://www.hackbridgeprimary.sutton.sch.uk> or <https://www.spencernurseryschool.org.uk>

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:

##### HACKBRIDGE PRIMARY SCHOOL

Email: [office@hackbridgeprimary.sutton.sch.uk](mailto:office@hackbridgeprimary.sutton.sch.uk)  
 Tel: 020 8647 7974  
 Fax: 020 8669 3762  
 Address: Hackbridge Primary School, Hackbridge Rd, Wallington. SM6 7AX (Hackbridge Corner Campus)  
 Address: Hackbridge Primary School, London Rd, Mitcham Junction, CR4 4HS (London Road Campus)

##### SPENCER NURSERY SCHOOL

Email: [office@spencernurseryschool.org.uk](mailto:office@spencernurseryschool.org.uk)  
 Tel: 020 8648 4126  
 Fax: 020 8648 7971  
 Address: Spencer Nursery School, Spencer Rd, Mitcham Junction, CR4 4JP

To help us process your request quickly, please clearly mark any correspondence 'PUBLICATION SCHEME REQUEST'.

If the information you are looking for isn't available via the scheme and is not on our website, you may contact the school to see if we have it. A letter of acknowledgement of the request will be sent (Appendix 1).

#### 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 are provided free unless otherwise stated in section 6. However, if your request involves a lot of printing, photocopying or administration, or if a postage charge will be incurred, we will let you know the cost before fulfilling your request. Black & White copies will be charged at 5p per page and colour copies at 10p per page. Postage will be at the actual cost of royal mail 2<sup>nd</sup> class. Payment will be required before the information is released.

#### 6 Classes of Information currently published

##### 6.1 Who we are and what we do

Organisational information, structures, locations and contacts

- Instrument of Government  
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
- School Prospectus Information  
The statutory contents of this document includes information about the implementation of the governing body's policy on pupils with SEN, a description of the policies relating to disabled pupils including facilities to improve access and the accessibility plan.
- Governing Body  
The names and contact details of the governors and the basis on which they have been appointed

- School Session times and term dates
- Location and contact information for the school

## 6.2 **What we spend and how we spend it**

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- 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 or incurred

## 6.3 **What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

- School profile  
Government-supplied performance data  
Summary of latest Ofsted report
- Performance management information  
Performance management policy and procedures adopted by the Governing Body
- Schools Future Plans  
Any major proposals for the future of the school involving, for example, consultation or a change in school status
- Safeguarding  
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

## 6.4 **How we make decisions**

Decision-making processes and records of decisions, available 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 would not be expected to be published, but information on application numbers/patterns of successful applications (including criteria on which applications were successful) should be if this information is held by the school
- Minutes of meetings of the Governing Body and its sub-committees  
Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

## 6.5 **Our policies and procedures**

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

- School policies  
This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan and pupil premium. It will also include policies and procedures for handling information requests.
- Pupil and Curriculum policies  
This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, safeguarding and behaviour.
- Records management and personal data policies

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

- Equality and Diversity  
This will also include 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 should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

## 6.6 Lists and Registers

- Curriculum circulars and statutory instruments  
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing body concerning the curriculum.
- Disclosure logs  
If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.
- Asset register  
We would expect some information from capital asset registers to be available if such registers are held
- Any information the school is currently legally required to hold in publicly available registers.

## 6.7 The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

- 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, books and newsletters

## 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:

The Chair of Governors, The Federation of Hackbridge Primary School and Spencer Nursery School,  
Hackbridge Rd, Wallington SM6 7AX

If you are not satisfied with the assistance 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

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

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

Last Reviewed by Resources Committee: March 18

Ratified by Full Governing Body March 18

Dear

**FREEDOM OF INFORMATION ACT 2000 – information request**

**Ref:** (please quote in correspondence)

I acknowledge your request for information received on *(date received)* relating to *(brief detail of topic to allow identification if multiple request)*

Your request is being considered and, if it is held, you will receive the information requested within the statutory timescale of 20 working days as defined by the Freedom of Information Act 2000, subject to the information not being exempt or containing a reference to a third party.

If appropriate, the information may be provided in paper copy, normal font size. If you require alternative formats, e.g. language, audio, large print, etc then please let me know.

For your information, the Act defines a number of exemptions which may prevent release of the information you have requested. There will be an assessment and if any of the exemption categories apply then the information will not be released. You will be informed if this is the case, including your rights of appeal.

If the information you request contains reference to a third party then they may be consulted prior to a decision being taken on whether or not to release the information to you. You will be informed if this is the case.

A fee may be payable for this information. This will be considered and you will be informed if a fee is payable. In this event the fee must be paid before the information is processed and released. The 20 working day time limit for responses is suspended until receipt of the payment.

Yours sincerely