



## **This is PINNER PARK INFANT & NURSERY 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 four broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *Governors' Documents* – information published in governing body documents/policies.
- *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**

The school's website publishes a wide range of information about the school, its procedures and its policies. If information within the publication scheme cannot be found there, or 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: [office@pinnerparkinfant.harrow.sch.uk](mailto:office@pinnerparkinfant.harrow.sch.uk)

Tel: **020 8863 2191**

Fax: **020 8863 6391**

Contact Address: **Melbourne Avenue, Pinner, Middx. HA5 5TL**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you are looking for isn't evident or available via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor's name and contact details; either postal address or email address for the response to be sent.

All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

#### **4. Paying for information**

Information published on our website is free.

Single copies of information covered by this publication are provided free unless stated otherwise. Information can be provided electronically via e-mail but if the request requires a lot of photocopying / printing, there is a large postage charge or is for a priced item such as some printed publications or videos, the school will notify the requester of the cost before fulfilling the request. If the time taken to prepare information exceeds 15 minutes, then administration costs may be incurred.

#### **5. Classes of Information Currently Published**

**School Prospectus** – this section sets out information published in the school prospectus.

<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"><li>• the name, address and telephone number of the school, and the type of school</li><li>• the names of the head teacher and chair of governors</li><li>• information on the school policy on admissions</li><li>• a statement of the school's ethos and values</li><li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• the arrangements for visits to the school by prospective parents</li></ul>

**Governors and other information relating to the governing body**– this section sets out information published by the Governing Body

<b>Class</b>	<b>Description</b>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>
<b>Policies</b>	School policies that have been drawn up and agreed by the governing body

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
Home – school agreement	Statement of the school’s aims and values, the school’s responsibilities, parental responsibilities and the school’s expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education, and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of pupils with disabilities in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to pupils with disabilities
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this. We may publish part of the information requested with sections redacted as needed.

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Ofsted reports	Published report of the last inspection of the school and the summary of the report
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum

Other documents

## 6. Withholding Information

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

## **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 Headteacher – Miss Karen Disspain.

If you are not satisfied with the response 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.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

Helpline: 0303 123 1113

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

E-mail: [registration@ico.org.uk](mailto:registration@ico.org.uk)

<b>Policy Review Schedule</b>
<b>Reviewed at:</b> <b>FGB: 27.03.2013</b> <b>FGB: 2.2.17</b>
<b>Next Review: February 2018 (in line with Data Protection)</b>