



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 on request.

Some information which we hold may not be made public, for example personal information, as specified under the General Data Protection Regulations and Data Protection Act 2018.

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 5 of this scheme.

The classes of information that we undertake to make available are organised into 7 broad topic areas:

- *Who we are and what we do*
- *What we spend and how we spend it*
- *What our priorities are and how we are doing*
- *How we make decisions*
- *Our policies and procedures*
- *Lists and registers*
- *The services we provide*

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

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, although you may incur costs from your Internet service provider.

Paper copies of information covered by this publication will cost 50p per page. However, if the request requires a lot of photocopying / printing, there is a large postage charge or it is a priced item such as some printed publications or videos, the school will notify the requester of the cost before fulfilling the request.

Alternatively, information can be provided electronically via email. If this is likely to take up a lot of administration time, again the school will notify the requestor of the costs before proceeding.

5. Classes of Information Currently Published

Information to be published	How the information can be obtained
Who we are and what we do Organisational information, structures, locations and contacts. This will be current information only.	
<ul style="list-style-type: none">• 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 website
<ul style="list-style-type: none">• School information and curriculum General information about the school. An outline of the school curriculum.	School website
<ul style="list-style-type: none">• Governing Body The names of the governors and the basis on which they have been appointed, along with details of how to contact them via the school.	School website
	School

<ul style="list-style-type: none"> • 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, email address and website for the school together with the names of key personnel. 	<p>website</p> <p>School website</p>
<p>What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.</p>	
<p>Financial information will be for the current and previous two financial years.</p> <ul style="list-style-type: none"> • Annual budget plan and financial statements Details of the sources of funding and income provided to the school by the local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns. Details of items of expenditure over £5000, including costs, supplier and transaction information. • Capital funding Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. • Financial audit reports • 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. • Staff allowances and expenses Details of the allowances and expenses that can be incurred or claimed. <i>It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school's policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purpose of this document, "senior staff" means staff on the Senior Management or Leadership Team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum.</i> Due to the size of the school this would identify specific members of staff, therefore this information is withheld under the GDPR. • Staffing structure The names and positions of all staff of the school, and how they may be contacted via the school. • Staff pay <i>This may be provided as part of the organisational structure and should</i> 	<p>School office on request</p> <p>Withheld</p> <p>School office on request</p> <p>Withheld</p>

<p><i>include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.</i></p> <p>Due to the size of the school this would identify specific members of staff, therefore this information is withheld under the GDPR.</p> <ul style="list-style-type: none"> • Governors' allowances Details of allowances and expenses that can be incurred or claimed. <p>A record of total payments made to individual governors.</p>	<p>School office on request</p> <p>Withheld</p>
<p>What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.</p>	
<p>This will be current information.</p> <ul style="list-style-type: none"> • Performance data supplied to the government • Latest Ofsted report The school should provide a link to its report on the Ofsted website. • Performance management information Performance management policy and procedures adopted by the governing body. • The school's future plans Any major proposals for the future of the school involving, for example, consultation on a change in school status. • Safeguarding and child protection The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State. 	<p>School website</p> <p>Link on School Website</p> <p>School office on request</p> <p>School office on request</p> <p>School website</p>
<p>How we make decisions Decision-making processes and records of decisions.</p>	
<p>This information will be for the current and previous three years.</p> <ul style="list-style-type: none"> • Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal. As the school is not its own admissions authority, it should provide an appropriate link to the local authority. • Minutes of meetings of the governing body and its 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. 	<p>School website</p> <p>School office on request</p>
<p>Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.</p>	
<p>This will be current information only.</p>	

<ul style="list-style-type: none"> • School policies and other documents This includes policies, procedures and documents that the school is required to have by statute and includes the required policies listed on the Department for Education's website. It also includes policies and procedures for handling information requests. • 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 statutory charging regimes. 	<p>School website and / or school office on request</p> <p>School office on request</p> <p>School website</p> <p>School website and / or school office on request</p> <p>School website</p>
<p>Lists and registers</p>	
<p>This will be information in currently maintained lists and registers only.</p> <ul style="list-style-type: none"> • 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 A disclosure logs indicating information provided in response to requests are recommended as good practice. • Asset register Some information from capital asset registers is available, if such registers are held. • Any information the school is currently legally required to hold in publicly available registers 	<p>School office on request</p> <p>School office on request</p> <p>School office on request</p> <p>School office on request</p>
<p>The services we offer Information about the services the school provides including leaflets, guidance and newsletters.</p>	
<p>This is an extension of part of the first class of information and also relates to information covered in other classes.</p> <ul style="list-style-type: none"> • Extra-curricular activities • Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees 	

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

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

Helpline: 0303 123 1113

Website: www.ico.org.uk

E-mail: registration@ico.org.uk

Policy Review Schedule
Reviewed at: FGB: 27.03.2013 FGB: 2.2.17 Governing Body Meeting 26/4/18
Next Review: April 2020

Appendix 1

Freedom of Information Act 200 - Part II: Exempt information

- Section 21: Information accessible to public by other means
- Section 22: Information intended for future publication
- Section 23: Information supplied by, or relating to, bodies dealing with security matters
- Section 24: National security
- Section 25: Certificates under ss 23 and 24: supplementary provisions
- Section 26: Defence
- Section 27: International relations
- Section 28: Relations within the United Kingdom
- Section 29: The economy
- Section 30: Investigations and proceedings conducted by public authorities
- Section 31: Law enforcement
- Section 32: Court records,
- Section 33: Audit functions
- Section 34: Parliamentary privilege
- Section 35: Formulation of Government policy
- Section 36: Prejudice to effective conduct of public affairs
- Section 37: Communications with Her Majesty, and honours
- Section 38: Health and safety
- Section 39: Environmental information
- Section 40: Personal information
- Section 41: Information provided in confidence
- Section 42: Legal professional privilege
- Section 43: Commercial interests
- Section 44: Prohibitions on disclosure

Appendix 2

Environmental Information Regulations

OVERVIEW

- Public authorities that are subject to the EIR must consider disclosure of environmental information under the EIR, rather than under FOIA.
- Environmental information is any information on:
 - the state of the elements of the environment and the interaction among these elements;
 - factors affecting or likely to affect those elements;
 - measures or activities affecting or likely to affect those factors or elements, or designed to protect those elements;
 - reports on the implementation of environmental legislation;
 - cost-benefit and other economic analyses and assumptions used within the framework of those measures and activities; and
 - the state of human health and safety, conditions of human life, cultural sites and built structures in as much as they are or may be affected by those elements.
- Public authorities should interpret the phrase 'any information on' broadly.