

Bernards Heath Infant and Nursery School



Freedom of Information Policy Publications Scheme

June 2019

This is Bernards Heath Infant and Nursery School Publication Scheme containing 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 be clear and proactive we 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 readily available and publicly available from an external website; such information may have been provided either by the school or on its behalf. A direct link will be provided by the school;
- the information is archived, out of date or otherwise inaccessible; or,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 either available for you on our website to download and print off or available in paper form from the school office.

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. However, we may pass on

costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

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 or letter. Contact details are set out below or you can visit our website at www.bernardsheath.sch.uk

Email: admin@bernardsheath.herts.sch.uk

Telephone: 01727 852106

Contact Address: Bernards Heath Infant and Nursery School – Sandridge Road, St Albans AL1 4AP

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.

3. Paying for information

Information published on our website is available free of charge at www.bernardsheath.herts.sch.uk

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 or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

4. Classes of Information Currently Published

The school’s website as referred to below is www.bernardsheath.herts.sch.uk

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Class 1 - 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.	Hard copy	£
<ul style="list-style-type: none"> School Handbooks and an outline of the School curriculum The School Handbook comprises of (1) A Practical day to day	Website and hard copy	£ for hard copy only

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>Guide and (2) Our Philosophy for Learning. Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p> <ul style="list-style-type: none"> Governing Body <p>The names, and contact details of the governors should be available and the basis on which they have been appointed.</p> <ul style="list-style-type: none"> School session times and term dates <p>Details of school session times and dates of school terms and holidays.</p> <ul style="list-style-type: none"> Location and contact information <p>The address, telephone number and website for the school together with the names of key personnel.</p>	<p>Website</p> <p>Website</p> <p>Website</p>	
<p>Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years.</p>		
<ul style="list-style-type: none"> Annual budget plan and financial statements <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"> Capital funding <p>Information on major plans for capital expenditure. 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"> Financial Audit Reports Procurement and contracts <p>Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p> <ul style="list-style-type: none"> Pay policy <p>The statement of the school's policy and procedures regarding teachers' pay.</p>	<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard Copy</p> <p>Hard copy</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p>

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<ul style="list-style-type: none"> • Staffing allowances and expenses <p>Details of allowances and expenses that can be incurred or claimed. It should include total of allowances paid to individual senior staff members by reference to categories and must include at least travel, subsistence and accommodation</p> <ul style="list-style-type: none"> • Staffing pay and structure <p>The names and position of all staff of the school and how they may be contacted via the school. Salaries of senior staff and for more junior posts level of pay by salary band.</p> <ul style="list-style-type: none"> • Governors' allowances <p>Details of allowances and expenses that can be claimed or incurred and a record of total payments made to individual governors.</p>	<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>	<p>£</p> <p>£</p> <p>£</p>
<p>Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum</p>		
<ul style="list-style-type: none"> - Government-supplied performance data - Summary of latest Ofsted report - School Development Plan - School Self Evaluation <ul style="list-style-type: none"> • Performance management information <p>Performance management policy and procedures adopted by the governing body.</p> <ul style="list-style-type: none"> • Schools future plans <p>Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p> <ul style="list-style-type: none"> • Child Protection <p>The policies and procedures that are in place to ensure that functions are exercised by the School 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>	<p>Website</p> <p>Website</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Website, when appropriate</p> <p>Website and hard copy</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p>

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>Class 4 - How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.</p>		
<ul style="list-style-type: none"> • Nursery 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 applicants (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. 	<p>Hard copy</p> <p>Hard copy</p>	<p>£</p> <p>£</p>
<p>Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>		
<ul style="list-style-type: none"> • 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. It will also include policies and procedures for handling information requests. • Pupil and Curriculum policies This will include such policies as home-school agreement, , sex and relationships education, special educational needs, accessibility / disabled pupils, race equality, collective worship, and pupil discipline • 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. 	<p>Some available on the website, others in hard copy</p> <p>Some available on the website, others in hard copy</p> <p>Hard copy</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p>

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<ul style="list-style-type: none"> Equality and diversity <p>This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p>	Hard Copy	£
<ul style="list-style-type: none"> Policies and procedures for the recruitment of staff <p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p>	Hard copy	£
<ul style="list-style-type: none"> Charging regimes and policies <p>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.</p>	Hard copy	£
Class 6 - Lists and registers Currently maintained list and registers only.		
<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. 	Hard copy	£
<ul style="list-style-type: none"> Disclosure logs The school's log of information provided in response to requests. 	Hard copy	£
<ul style="list-style-type: none"> Gifts and Hospitality Register 	Hard copy	£
<ul style="list-style-type: none"> Asset register <p>We would expect some information from capital asset registers to be available, if such registers are held.</p>	Hard copy	
<ul style="list-style-type: none"> Any information the school is currently legally required to hold in publicly available registers. 	Hard copy	
The services we offer Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	Website	

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 Head Teacher.

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.ico.gov.uk