



## PUBLICATION SCHEME

[www.wattonatstone.herts.sch.uk](http://www.wattonatstone.herts.sch.uk)

This is Watton at Stone Primary and Nursery school's Publication Scheme on information available under the Freedom of Information Act 2000.

The Governing Body is responsible for the 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.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools to provide in order to meet their commitments under the model publication scheme. It will be of most use to schools developing their own guide to information. Alternative model guides to information for Nursery and Primary schools will be available when released by the ICO. In the meantime it is recommended that such schools adopt this approach but areas relevant only to Secondary schools are not included.

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 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- the information is archived, out of date or otherwise inaccessible; or,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.

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, fax or letter. Contact details are set out below, or you can visit our website at [www.wattonatstone.herts.sch.uk](http://www.wattonatstone.herts.sch.uk).

Email: [admin@wattonatstone.herts.sch.uk](mailto:admin@wattonatstone.herts.sch.uk)

Tel: **01920 830233**

Fax: **01920 830582**

Contact Address: **Watton at Stone Primary and Nursery School,**  
Rectory Lane, Watton at Stone, Hertford, SG14 3SG

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 and isn’t on our website, you can still contact the school to ask if we have it.

## **3. 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 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**

<b><u>Information to be published</u></b>	<b><u>How the information can be obtained</u></b>	<b><u>Cost</u></b>
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
<ul style="list-style-type: none"><li><b>Instrument of Government</b></li></ul> 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"><li><b>School prospectus</b></li></ul> The statutory contents of the school prospectus, as follows: <ul style="list-style-type: none"><li>– information about the implementation of the governing body’s policy on pupils with special educational needs (SEN).</li></ul>	Hard copy	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<ul style="list-style-type: none"> <li>- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.</li> </ul> <p>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"> <li>• <b>Annual Report</b></li> </ul> <p>Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.</p> <ul style="list-style-type: none"> <li>• <b>Governing Body</b></li> </ul> <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"> <li>• <b>School session times and term dates</b></li> </ul> <p>Details of school session times and dates of school terms and holidays.</p> <ul style="list-style-type: none"> <li>• <b>Location and contact information</b></li> </ul> <p>The address, telephone number and website for the school together with the names of key personnel.</p>	<p>Hard copy</p> <p>Website</p> <p>Website</p> <p>Website</p>	
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.</p> <p>Current and previous two financial years as a minimum.</p>	<p>(hard copy and/or website)</p>	
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b></li> </ul> <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"> <li>• <b>Capital funding</b></li> </ul> <p>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"> <li>• <b>Additional Funding</b></li> </ul> <p>Income generation schemes and other sources of funding.</p> <ul style="list-style-type: none"> <li>• <b>Procurement and contracts</b></li> </ul> <p>Details of procedures used for the acquisition of goods</p>	<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>and services. Details of contracts that have gone through a formal tendering process.</p> <ul style="list-style-type: none"> <li>• <b>Pay policy</b></li> </ul> <p>The statement of the school's policy and procedures regarding teachers' pay.</p> <ul style="list-style-type: none"> <li>• <b>Staffing and grading structure</b></li> <li>• <b>Governors' allowances</b></li> </ul> <p>Details of allowances and expenses that can be claimed or incurred.</p>	<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy/website</p>	
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews.</p> <p>Current information as a minimum</p>	<p>(hard copy and/or website)</p>	
<ul style="list-style-type: none"> <li>• <b>School profile</b></li> </ul> <ul style="list-style-type: none"> <li>– Government-supplied performance data</li> <li>– Summary of latest Ofsted report*</li> <li>– 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</li> </ul> <p>(* the full Ofsted report should also be available.)</p> <ul style="list-style-type: none"> <li>• <b>Performance management information</b></li> </ul> <p>Performance management policy and procedures adopted by the governing body.</p> <ul style="list-style-type: none"> <li>• <b>Schools future plans</b></li> </ul> <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"> <li>• <b>Every Child Matters / child protection</b></li> </ul> <p>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.</p>	<p>Website</p> <p>Hard copy/website</p> <p>Hard copy</p> <p>Website</p>	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><b>Class 4 – How we make decisions</b></p> <p>Decision-making processes and records of decisions.</p> <p>Current and previous three years as a minimum.</p>	(hard copy and/or website)	
<ul style="list-style-type: none"> <li>• <b>Admissions policy / decisions</b></li> </ul> <p>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.</p>	Website	
<ul style="list-style-type: none"> <li>• <b>Minutes of meetings of the Governing body and its sub-committees</b></li> </ul> <p>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><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities.</p> <p>Current information only.</p>	(hard copy and/or website)	
<ul style="list-style-type: none"> <li>• <b>School policies</b></li> </ul> <p>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.</p>	Website/Hard copy	
<ul style="list-style-type: none"> <li>• <b>Pupil and Curriculum policies</b></li> </ul> <p>This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship and pupil discipline.</p>	Website	
<ul style="list-style-type: none"> <li>• <b>Records management and personal data policies</b></li> </ul> <p>This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p>	Hard copy/website	
<ul style="list-style-type: none"> <li>• <b>Equality and diversity</b></li> </ul>	Website	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p> <ul style="list-style-type: none"> <li>• <b>Policies and procedures for the recruitment of staff</b></li> </ul> <p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p> <ul style="list-style-type: none"> <li>• <b>Charging regimes and policies</b></li> </ul> <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>	<p>Website</p> <p>Website</p>	
<p><b>Class 6 - Lists and registers</b></p> <p>Currently maintained list and registers only.</p>	<p>(hard copy and/or website)</p>	
<ul style="list-style-type: none"> <li>• <b>Curriculum circulars and statutory instruments</b></li> </ul> <p>Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.</p> <ul style="list-style-type: none"> <li>• <b>Disclosure logs</b></li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>• <b>Asset register</b></li> </ul> <p>We would expect some information from capital asset registers to be available, if such registers are held.</p> <ul style="list-style-type: none"> <li>• <b>Any information the school is currently legally required to hold in publicly available registers.</b></li> </ul>	<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>	
<p><b>The services we offer</b></p> <p>Information about the services the school provides including leaflets, guidance and newsletters.</p> <p>Current information only.</p>		
<p>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 that could be included here are:</p> <ul style="list-style-type: none"> <li>• <b>Extra-curricular activities</b></li> <li>• <b>Out of school clubs</b></li> </ul>	<p>Website/hard copy</p>	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<ul style="list-style-type: none"> <li>• School publications</li> <li>• Services for which the school is entitled to recover a fee, together with those fees</li> <li>• Leaflets, booklets and newsletters.</li> </ul>		

[Our website is at ([www.wattonatstone.herts.sch.uk](http://www.wattonatstone.herts.sch.uk))]

## 5. **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:

Antony Waller,  
Vice Chair: Governing Body,  
Watton at Stone Primary and Nursery School,  
Rectory Lane,  
Watton at Stone,  
Hertford, SG14 3SG

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

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

**Last Author:** Robin Baynham (based on Herts Model Policy)  
**Date:** Autumn Term 2014  
**Owning role:** Resources Committee Body  
**Status:** Statutory  
**Review schedule:** Biennially

**Watton at Stone Primary and Nursery School**

**Freedom of Information Publication Scheme**

**Annex A – Further documents held by the school**

Name of Document	Description
Ofsted Inspection Self Evaluation Form	A statement of the Governing Body's evaluation of the school's performance (except for information that is confidential or otherwise exempt from publication by law).