

This is Peters Hill's Publication Scheme on information available under the Freedom of Information Act 2000

(Version 4)

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 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 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. Aims and Objectives

The school aims to:

- Provide outstanding learning and life chances in our community.
- Become the country's foremost international teaching, learning and research centre through excellence, innovation and collaboration.
- Develop and increase the ability of all staff to contribute to inspiring learning experiences that help children succeed.

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 three broad topic areas:

- *Governors' Documents* – information from some 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

If you require a paper version of any of the documents within the scheme, please contact the school by email or letter. Contact details are set out below.

Email: enquiries@petershillprimary.org

Tel: 01384 816740

Address: Peters Hill Primary School
Peters Hill Road
Brierley Hill
West Midlands DY5 2QH

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 available via the scheme, you can still contact the school to ask if we have it. The school office asks for 2 working days notice of required information.

5. Paying for information

Single copies of information covered by this publication may be provided free of charge. 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.

6. Classes of Information

6.1 Who we are and what we do

Organisational information, structures, locations and contacts.

6.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement and contracts.

6.3 What our priorities are and how we are doing

Strategy and performance information, inspections and reviews.

6.4 How we make decisions

Decision making processes and records of decisions.

6.5 Our policies and procedures

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

6.6 Lists and registers

Currently maintained registers relating to functions of the authority and any registers required by law.

6.7 The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Mr S Duncan (Headteacher).

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

Helpline: 0303 123 1113

Website: www.ico.org.uk

Peters Hill Primary School

Freedom of Information Publication Scheme

Annex A – further documents held by the school

Name of Document and description:

- School Improvement Plan – available for inspection in school.
- Weekly Newsletters emailed to parents.

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