

South Hill Primary School



Publication Scheme

Date adopted: October 2025
Due for review: October 2026

Information available from South Hill Primary School under the Publication Scheme

1. What is a publication scheme?

The Freedom of Information Act 2000 (FOIA) requires all public authorities, including schools, to produce a register of information available to the public.

The Publication Scheme sets out:

- The classes of information which we publish;
- How the information is published; and
- Whether the information is available free of charge or on payment.

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- the information is archived, out of date or otherwise inaccessible; or,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

We aim to provide as much information as possible on our school website. Where it is impractical to do so or when an individual does not wish to access the information via the website, we have indicated how information can be obtained by other means.

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.

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. In addition some of the documents may be downloaded from our website: <http://www.southhill.herts.sch.uk/>

Email: admin@southhill.herts.sch.uk

Tel: 01442 402127

Contact Address: South Hill Primary School, Heath Lane, Hemel Hempstead, HP1 1TT

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"**

If the information you are looking for is not available via the scheme and is not 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 do not 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 will be making a charge we will let you know the cost before fulfilling your request. Please see Appendix 1 for the basis for charges.

4. Classes of information currently published

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 1 - Who we are and what we do		
• Instrument of Government • Staff list • Details of the Governing Body • School session times and term dates • Location and contact information	- On application - School website - School website - School website - School website	- POA - Free - Free - Free - Free
Class 2 - What we spend and how we spend it		
• Financial data • Capital funding • Governors' allowances	- DfE financial benchmarking and insights tool (website) - On application	- Free - POA
Class 3 - What our priorities are and how we are doing		
• Latest Ofsted report • Government-supplied performance data	School website	Free

Information to be published	How the information can be obtained	Cost
• Staff Appraisal policy	On application	POA
Class 4 - How we make decisions		
• Admissions arrangements • Minutes of meetings of the Governing Body and committees (this will exclude confidential information)	School website On application	Free POA
Class 5 - Our policies and procedures		
• School policies (including charging policy)	School website or on application	Free POA
• Records management and personal data policies	School website or on application	Free POA
Class 6 - Lists and registers		
• Any information the school is currently legally required to hold in publicly available registers.	School website or on application	Free POA
Class 7 - The services we offer		
• Extracurricular activities • After-school clubs • Leaflets and newsletters	Some are available on the school website others are available in hard copy from the school	Free or POA

Appendix 1

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 2p per sheet (black and white)	Actual cost, plus admin time
	Photocopying/printing @ 5p per sheet (colour)	Actual cost, plus admin time
	Postage	Cost by Royal Mail, second class
Statutory fee	Where relevant to the request for information	In accordance with the relevant legislation