

# **South Hill Primary School**

## **Publication Scheme**

Approved: February 2021  
Due for review: February 2023

## **This is South Hill Primary School's 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.

The Publication Scheme sets 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 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- the information is archived, out of date or otherwise inaccessible; or,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.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you either on our website to download and print off or 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 which can be found at <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>.

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.

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

Email: [admin@southhill.herts.sch.uk](mailto: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”** (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 under 'Cost'.

## 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>		
<ul style="list-style-type: none"><li>Instrument of Government</li><li>School prospectus</li><li>Details of the Governing Body</li><li>School session times and term dates</li><li>Location and contact information</li></ul>	Hard copy from the school  School website or hard copy from the school " "	
<b>Class 2 - What we spend and how we spend it</b>		
<ul style="list-style-type: none"><li>Annual budget plan and financial statements</li><li>Capital funding</li><li>Financial audit reports</li><li>Governors' allowances</li></ul>	All items in this section are available in hard copy from the school.	£
<b>Class 3 - What our priorities are and how we are doing</b>		

<b><u>Information to be published</u></b>	<b><u>How the information can be obtained</u></b>	<b><u>Cost</u></b>
<ul style="list-style-type: none"> <li>• Latest Ofsted report</li> <li>• School Performance Data</li> <li>• School Improvement Plan</li> <li>• Post-Ofsted Action Plan</li> <li>• Staff Appraisal Policies</li> <li>• School's future plans</li> </ul>	School website or hard copy from the school  Hard copy from the school " " " "	£
<b>Class 4 - How we make decisions</b>		
<ul style="list-style-type: none"> <li>• Admissions arrangements</li> <li>• Minutes of meetings of the governing body and its committees</li> </ul>	School website or hard copy from the school  "	
<b>Class 5 - Our policies and procedures</b>		
<ul style="list-style-type: none"> <li>• School policies</li> <li>• Records management and personal data policies</li> </ul>	(hard copy and/or website)  Some are available on the school website others are available in hard copy from the school  Hard copy from the school	
<b>Class 6 - Lists and registers</b>		
<ul style="list-style-type: none"> <li>• Curriculum circulars and statutory instruments</li> <li>• Disclosure logs</li> <li>• Asset register</li> <li>• Any information the school is currently legally required to hold in publicly available registers.</li> </ul>	Hard copy from the school	£
<b>Class 7 - The services we offer</b>		
<ul style="list-style-type: none"> <li>• Extra-curricular activities</li> <li>• Out of school clubs</li> <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>	Some are available on the school website others are available in hard copy from the school	£ £

## 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 at the school.

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: 0303 123 1113**

**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)**

**[INSERT School Name]**

**Freedom of Information Publication Scheme**

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

Name of Document	Description
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