

# HOBBS HILL WOOD PRIMARY SCHOOL

## Freedom of Information Act 2000

### Publication Scheme

<b>Committee</b>	Resources Committee
<b>Author</b>	Hobbs Hill Wood Primary (based on ICO template)
<b>Approved By Governing Body</b>	3 July 2024
<b>Frequency of Review</b>	4 years
<b>Next review Date</b>	Summer 2028

#### Our Vision

Aiming for excellence; creating equal opportunities for each individual to develop academic and life skills so they can make a positive contribution to their community and become lifelong learners.

#### Our Mission

Inspiring confident and independent learners

#### Our Values

We believe that children should be able to enjoy the rights and uphold the responsibilities of the school charter.

#### School Charter

We have the right to:	We have a responsibility to:
Be safe in school and online	Behave in a safe way
Learn	Listen and try our best
Be supported with our learning	Support and help each other
Be happy, play and have fun	Share, be kind, polite and considerate towards others
Be respected and treated fairly	Be helpful and responsible
A clean and purposeful environment	Recycle and keep the class and school environment tidy
Speak and be heard	Listen and respect each other's opinion

## **What is a publication scheme?**

The Freedom of Information Act (2000) (FOIA) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner.

Hobbs Hill Wood Primary School is committed to the FOIA, and this policy outlines our framework for managing requests.

The scheme commits our school to:

- Proactively / routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations \(2015\)](#))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

## **Class of Information**

There are 7 classes of information we hold:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

The information that the school routinely makes available to the public is shown in the Publication Scheme in Appendix 1.

## **The classes of information will not generally include:**

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

## **Making Information Available**

We aim to provide as much information as possible on our school website (<http://www.hobbshillwood.herts.sch.uk>). Where it is impractical to do so or when an individual does not wish to access the information via the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. We will arrange an appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charging**

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum – see Appendix 2.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred because of viewing information

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the [Re-use of Public Sector Information Regulations](#) (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written Request**

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

If you have a request for information, please contact the school at [admin@hobbshillwood.herts.sch.uk](mailto:admin@hobbshillwood.herts.sch.uk) or [dpo@hobbshillwood.herts.sch.uk](mailto:dpo@hobbshillwood.herts.sch.uk).

## Appendix 1 - Publication Scheme

<b>Class 1 – Who we are and what we do</b> <i>For example: Organisational information, staffing structures, locations, and contacts. This will be current information only.</i>		
<b>Information to be published</b>	<b>How to obtain the information</b>	<b>Cost</b>
Who is who in the school	Website	Free
Who is who on the governing body and the basis of their appointment	Website	Free
Instrument of Government – <i>the document which records the name and category of the school and the name and the constitution of the governing body</i>	On application	Price on application
Contact details for the Headteacher and for the governing body	Website	Free
School prospectus	Website	Free
Staffing structure	On application	Price on application
School session times and term dates	Website	Free

**Class 2 – What we spend and how we spend it**

*For example: Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.*

<b>Information to be published</b>	<b>How to obtain the information</b>	<b>Cost</b>
Annual budget plan and financial statements	On application	Price on application
Capitalised funding	On application	Price on application
Procurement and contracts	On application	Price on application
Pay policy	On application	Price on application
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent), whose basic annual salary is at least £60,000 per annum) by reference to categories.	On application	Price on application
Governors' allowances	On application	Price on application

**Class 3 – What our priorities are and how we are doing**

*For example: Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum.*

<b>Information to be published</b>	<b>How to obtain the information</b>	<b>Cost</b>
School profile and in cases: <ul style="list-style-type: none"><li>• Government supplied performance data</li><li>• The latest Ofsted report<ul style="list-style-type: none"><li>▪ Summary report</li><li>▪ Full report</li><li>▪ Post-inspection action plan</li></ul></li></ul>	Website	Free
Performance management - policy and procedures adopted by the governing body.	On application	Price on application
School's future plans	On application	Price on application

**Class 4 – How we make decisions**

*For example: Decision making processes and records of decisions. Current and previous three years as a minimum.*

<b>Information to be published</b>	<b>How to obtain the information</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the governing body and its sub-committees	On application	Price on application
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	On application	Price on application

**Class 5 – Our policies and procedures**

*For example: Current written protocols, policies, and procedures for delivering our services and responsibilities. Current information only.*

<b>Information to be published</b>	<b>How to obtain the information</b>	<b>Cost</b>
School policies / documentation, including: <ul style="list-style-type: none"><li>• Charging, remissions, and refunds policy</li><li>• Health and Safety policy</li><li>• Complaints policy and procedures</li><li>• Information request handling policy</li><li>• Equality scheme (including action plan)</li><li>• Accessibility plan</li></ul>	Website	Free
School policies / documentation, including: <ul style="list-style-type: none"><li>• Staff recruitment policy</li><li>• Staff conduct policy Discipline and grievance policy</li></ul>	On application	Price on application
Pupil and curriculum policies, including: <ul style="list-style-type: none"><li>• Child protection policy</li><li>• Children looked after policy</li><li>• Behaviour policy</li><li>• Accessibility plan</li><li>• Home school policy including home school agreement form</li><li>• Curriculum policy</li><li>• Relationships education policy</li><li>• Special educational needs</li><li>• Religious education policy</li></ul>	Website	Free
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Privacy notice – general</li><li>• Online safety policy</li><li>• Data security policy</li></ul>	Website Website On application	Free / price on application

**Class 6 – Lists and Registers**

*For example: Currently maintained lists and registers only. This does not include the attendance register.*

<b>Information to be published</b>	<b>How to obtain the information</b>	<b>Cost</b>
Asset register/inventory	On application	Price on application
Disclosure logs	On application	Price on application
Any information the school is currently legally required to hold in publicly available registers	On application	Price on application

**Class 7 – The services we offer**

*For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.*

<b>Information to be published</b>	<b>How to obtain the information</b>	<b>Cost</b>
Extra-curricular activities	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	On application	Price on application
School publications, e.g. newsletters	Website &/or on application	Free / Price on application

## Appendix 2 - Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 2 p per sheet (black and white)	Actual cost, plus admin time
	Photocopying/printing @ 5 p per sheet (colour)	Actual cost, plus admin time
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> Class
Statutory fee	If this is relevant to the request for the information	In accordance with the relevant legislation