



Leverstock Green CE (VC) Primary School

Striving for excellence; caring for the individual.

Publication Scheme (FOI Policy)

Leverstock Green CofE (VC) Primary School

Policy Review


The policy was agreed by the Governing Body on 14th July 2021.

It is due for review in July 2024.

Signature 

Head Teacher

Date 14/7/21.....

Signature 

Chair of Governors

Date 14/7/21.....



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Leverstock Green CE 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 (FOIA) 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 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 model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child, within the context of the Christian faith
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

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 four broad topic areas:

- School Prospectus – information published in the school prospectus.
- Governors' Documents – information published in the Governor newsletters and in other governing body documents.



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- 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 telephone, email, fax or letter. Contact details are set out below or you can visit our website at www.leverstockgreen.herts.sch.uk

Email: admin@leverstockgreen.herts.sch.uk

Tel: 01442 406520

Fax: 01442 406522

Contact Address: Green Lane, Hemel Hempstead, Herts HP2 4SA

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.

5. 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 6. 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.



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6. Classes of Information Currently Published

Information to be published	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school	
Who's who on the Governing Body and the basis of their appointment	
Instrument of Government	£
Contact details for the Head and for the Governing Body	
School brochure	
Staffing structure	
School session times and term dates	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Annual budget plan and financial statements	£
Capitalised funding	£
Additional funding	£
Procurement and projects	£
Pay policy	£
Staffing and grading structure	£
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
School profile	£
<ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report - Summary - Full report 	£ £ £ £
Appraisal policy and procedures adopted by the Governing Body.	£
Schools future plans	£
Class 4 – How we make decisions (Decision making processes and records of decisions current and previous three years as a minimum)	£
Agendas of meetings of the governing body and (if held) its sub committees	£
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	£
Class 5 – Our policies and procedures	



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(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
School policies including:	
• Charging and remissions	£
• Health and Safety	£
• Complaints	£
• Staff conduct	£
• Discipline and grievance	£
• Information request handling policy	£
• Equality and diversity (including equal opportunities)	£
• Staff recruitment	£
Pupil and curriculum policies, including:	
• Home-school agreement	£
• Curriculum	£
• Sex and relationships education	£
• Inclusion (Special educational needs)	£
• Accessibility	£
• Collective worship	£
• Behaviour	£
• Child protection	£
Records management and personal data policies, including:	
• Information security policies	£
• Data protection (including information sharing)	£
Charging regimes and policies	£
Class 6 – Lists and Registers (some information may only be available by inspection) Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	£
Disclosure logs	£
Asset register	£
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	£
Class 7 – The services we offer (some information may only be available by inspection) (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	£
Extra-curricular activities	
Out of school clubs	
School publications	
Services for which the school is entitled to recover a fee, together with those fees	



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Leaflets books and newsletters	
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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 Mrs V Burgess, Leverstock Green CE Primary 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: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website : www.informationcommissioner.gov.uk