



## **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.

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 or in an electronic 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 educate, excite and give enjoyment by:

- Aiming high
- Providing strong, committed hard working teams
- Providing a safe and caring environment which is positive and enjoyable
- Promote Life Long Learning
- Being committed to promoting self-esteem by valuing & praising all achievements
- Reflecting the individual needs & cultural diversity of our school family by promoting mutual respect.
- Actively encouraging good honest citizenship which we all take responsibility for our actions.

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 the 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 School Profile and in other governing body documents including the minutes.

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 or letter. Contact details are set out below:

Email : [office@kpins.harrow.sch.uk](mailto:office@kpins.harrow.sch.uk)

Tel No: 020 8204 8759

Contact Address:

Kenmore Park First School

Moorhouse Road

Kenton

Middlesex

HA3 9JA

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 is not available via the scheme 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 do not have Internet access, you can access our website using the local library or 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.



## 6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>the name, address and telephone number of the school, and the type of school</li> <li>the names of the head teacher and chair of governors</li> <li>information on the school policy on admissions</li> <li>a statement of the school's ethos and values</li> <li>details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>information about the school's policy on providing for pupils with special educational needs</li> <li>number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>the arrangements for visits to the school by prospective parents</li> </ul>

Information relating to the governing body– this section sets out information published in governing body documents.

<b><u>Information to be published</u></b>	<b><u>How the information can be obtained</u></b>	<b><u>Cost</u></b>
<p><b>Class 1 – Who we are and what we do</b> (organisational information, structures, locations and contacts) This will be current information only</p>	<i>(hard copy and/or website)</i>	50p per page
<ul style="list-style-type: none"> <li><b>Instrument of Government</b></li> </ul> <p>The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.</p>	<i>Hard copy through the school office.</i>	50p per page
<ul style="list-style-type: none"> <li><b>Governing Body</b></li> </ul> <p>The names and contact details of the governor of the governing body, the term of office of each category of governor if less than 4 years</p>	<i>The school website</i>	



<b><u>Information to be published</u></b>	<b><u>How the information can be obtained</u></b>	<b><u>Cost</u></b>
<p><b>Class 3 – What our priorities are and how we are doing</b>            Strategies and plans, performance indicators, audits, inspections and reviews.            Current information as a minimum</p>	<p><i>(hard copy through the school office.</i></p>	<p>50p per page</p>
<ul style="list-style-type: none"> <li>• <b>School profile</b>            Government – supplied performance data            Summary of last Ofsted report            The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil’s health, safety and support; post Ofsted action plan; and links with parents and the community.            (*the full Ofsted report is also available)</li> <li>• <b>Performance management Information</b>            Appraisal policy and procedures adopted by the Governing body.</li> <li>• <b>School future plans</b>            Any major proposals for the future of the school.</li> <li>• <b>Safeguarding</b>            The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.</li> </ul>	<p><i>Hard copy through the school office.</i></p> <p><i>Hard copy and / or website</i></p> <p><i>Hard copy through the school office.</i></p> <p><i>Hard copy through the school office.</i></p>	<p>50p per page</p> <p>50p per page</p> <p>50p per page</p> <p>50p per page</p>
<p><b>Class 4 - How we make decisions</b>            Decision-making processes and records of decisions.            Current and previous three years as a minimum.</p>	<p><i>Hard copy through the school office</i></p>	<p>50p per page</p>
<ul style="list-style-type: none"> <li>• <b>Admission Policy/decisions</b>            The school’s admission arrangements and procedures together with information about the right to appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applications (including criteria on which applications were successful) if this information is held by the school.</li> <li>• <b>Minutes of meeting of the governing body and its sub-committees</b>            Approved minutes will be published as soon as practicable with the exception of information that is properly considered to be private to the meeting.</li> </ul>	<p><i>Hard copy through the school office</i></p> <p><i>Hard copy through the school office</i></p>	<p>50p per page</p> <p>50p per page</p>

<u><b>Information to be published</b></u>	<u><b>How the information can be obtained</b></u>	<u><b>Cost</b></u>
<p><b>Class 5 – Other policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>	<p><i>Hard copy and / or website</i></p>	<p>50p per page</p>
<ul style="list-style-type: none"> <li>• <b>School policies</b></li> </ul> <p>This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</p>	<p><i>Hard copy and / or website</i></p>	<p>50p per page</p>
<ul style="list-style-type: none"> <li>• <b>Pupil and curriculum policies</b></li> </ul> <p>This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship and pupil discipline.</p>	<p><i>Hard copy through the school office.</i></p>	<p>50p per page</p>
<ul style="list-style-type: none"> <li>• <b>Records management and personal data policies</b></li> </ul> <p>This will include information security policies, records retention destruction and archive policies and data protection (including data sharing) policies.</p>	<p><i>Hard copy through the school office.</i></p>	<p>50p per page</p>
<ul style="list-style-type: none"> <li>• <b>Equality and diversity</b></li> </ul> <p>This will include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p>	<p><i>Hard copy through the school office.</i></p>	<p>50p per page</p>
<ul style="list-style-type: none"> <li>• <b>Policies and procedures for the recruitment of staff</b></li> </ul> <p>If vacancies are advertised as part of recruitment policies details of current vacancies will be readily available.</p>	<p><i>Hard copy and / or website</i></p>	<p>50p per page</p>
<ul style="list-style-type: none"> <li>• <b>Charging regimes and policies</b></li> </ul> <p>Details of any statutory charges regimes will be provided.</p>	<p><i>Hard copy and / or website</i></p>	<p>50p per page</p>

<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 6 – List and registers</b> Currently maintained list and registers only	<i>Hard copy through the school office</i>	50p per page
<ul style="list-style-type: none"> <li>• <b>Curriculum circulars and statutory instruments</b></li> </ul> Statutory Instruments (for example Regulations) departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.  <ul style="list-style-type: none"> <li>• <b>Disclosure logs</b></li> </ul> Disclosure logs can be made available on request.  <ul style="list-style-type: none"> <li>• <b>Asset register</b></li> </ul> The information from capital asset registers will be made available.  <ul style="list-style-type: none"> <li>• <b>Any information the school is currently legally required to hold in publicly available registers.</b></li> </ul>	<i>Hard copy through the school office</i>   <i>Hard copy through the school office.</i>   <i>Hard copy through the school office.</i>	50p per page   50p per page   50p per page
<b>The services we offer</b> Information about the service the school provides including leaflets, guidance, and newsletters. Current information only.	<i>Hard copy through the school office.</i>	50p per page
Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are : <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>	<i>Hard copy through the school office.</i>	50p per page



## 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 Chair of Governors*.

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](mailto:publications@ic-foi.demon.co.uk).

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

**Reviewed** : September 2016

**Ratified by the Governing body**: 12<sup>th</sup> October 2016