

This is Carterhatch Infant 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.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools to provide in order to meet their commitments under the model publication scheme. It will be of most use to schools developing their own guide to information. Alternative model guides to information for Nursery and Primary schools will be available when released by the ICO. In the meantime it is recommended that such schools adopt this approach but areas relevant only to Secondary schools are not included.

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 ICO would expect schools to 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- the information is archived, out of date or otherwise inaccessible; or,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 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 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, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

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 or you can visit our website at www.carterhatchinfants.com

Email: office@carterhatch-inf.enfield.sch.uk

Tel: 020 8804 6886

Fax: 020 8373 7323

Contact Address: Carterhatch Lane, Enfield, EN1 4JY

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 in the description box.

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 (Organisational information, structures, locations and contacts) This will be current information only		
Who’s who in the school	Hard copy / website	Free
Who’s who on the governing body / board of governors and the basis of their appointment	Hard copy / website	Free
Instrument of Government / Articles of Association	Hard copy	Free
Contact details for the Head teacher and for the governing body, via the school	Hard copy / website	Free
Minutes ¹ of meeting of the governing body and its committees	Hard copy	£

¹ Some information may be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

Information to be published	How the information can be obtained	Cost
Staffing structure	Hard copy / website	Free
School session times and term dates	Hard copy / website	Free
Address of school and contact details, including email address	Hard copy / website	Free
Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.		
Annual budget plan and financial statements	Hard copy	Free
Capital funding	Hard copy	Free
Additional funding	Hard copy	Free
Procurement and contracts	Hard copy	Free
Pay policy	Hard copy	£
Staff allowances and expenses	Hard copy	£
Staffing, pay and grading structure	Hard copy	Free
Governors' allowances	Hard copy	£
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 • Latest Ofsted report (full report and summary) • Post-inspection action plan 	Hard copy / website	£
Performance management policy and procedures adopted by the governing body	Hard copy / website	£
Performance data or a direct link to it	Hard copy / Website	Free
School's future plans	Hard copy / website	£
Every child matters / child protection policies and procedures	Hard copy / website	£
Class 4 - How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.		
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy	£
Agenda and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy	£
Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
School Policies: This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and	Hard copy	£

Information to be published	How the information can be obtained	Cost
safety and risk assessment, records retention policy, data protection policy, 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.		
Pupil and Curriculum Policies: This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship and pupil discipline.	Hard copy / website	£
Class 6 - Lists and registers Currently maintained list and registers only (this does not include the attendance register).	Some information may only be available by inspection	
Curriculum circulars and statutory instruments	Hard copy	£
Disclosure logs	Hard copy	£
Asset register	Hard copy	£
Any information the school is currently legally required to hold in publicly available registers	Inspection only	n/a
Class 7 - The services we offer Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	Some information may only be available by inspection	
Extra-curricular activities	Hard copy	Free
Out of school clubs	Hard copy	Free
School publications	Hard copy / website	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	Free

Website: www.carterhatchinfants.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
£ Disbursement cost	Photocopying/printing: 1.5p per A4 sheet (black and white)	Actual cost
£ Disbursement cost	Postage	Actual cost to post
Statutory fee		In accordance with the relevant legislation