

Freedom of Information Policy & Publication Scheme

This policy (which includes our publication scheme) conforms to the model scheme approved by the Information Commissioner. The Governing Body is responsible for maintenance of this scheme.

1. Introduction

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. This scheme does not mean that we will routinely publish all information.

We expect to make the information available unless:

- we do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. We will provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible

This scheme covers:

- 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.

All information in our publication scheme is either available for you on our website to download and print off, available in paper form or available via external websites. 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 of Our School

Holy Trinity Pewley Down School (the School) serves the local community and the surrounding area by providing an educational service of the highest quality. This publication scheme is a means of showing how we pursue our vision which is to

seek to nurture in the hearts and minds of our children the capacity to respond to the knowledge and love of God. We provide them with an experience of Christian community which will influence and shape the rest of their lives, enabling them to reach their God-given potential. We strive for excellence intellectually and spiritually. We celebrate the Christian faith as well as our differences, welcoming families of many different faiths, ethnic groups and languages.

3. Categories of information published

As noted previously the publication scheme indicates the information which we expect to make available. It does not mean all this information is routinely published.

The classes of information that we undertake to make available are organised into the following areas:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing

- How we make decisions
- Our policies and procedures
- List and registers

4. How to request information

If you require a paper version of any of the documents within the scheme, or wish to view information in school, please contact us by telephone, eMail or letter using the following addresses/numbers

	Holy Trinity Junior	Pewley Down Infants
School website	www.htpd.surrey.sch.uk	
Tel	(01483) 539 033	(01483) 57 00 38
Fax	(01483) 451 227	None
eMail	hts@htpd.surrey.sch.uk	info@htpd.surrey.sch.uk
Physical Address	Addison Road Guildford GU1 3QF	Semaphore Road Guildford GU1 3PT

To help us process your request quickly, please clearly mark any correspondence

“FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST” (in CAPITALS please)

If the information you’re looking for is not available via the scheme nor on our website you can still contact the school and we will tell you whether or not we have it.

5. Paying for information

The purpose of this scheme is to make the maximum 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. Material which is published and accessed on a website will be provided free of charge, 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. Information involving considerable time in collation may incur a proportionate cost. 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. Copying charges will be made at 15p per page. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. 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 we are legally required to translate any information, we 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.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public

authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. 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.

6. Classes of Information

Class	Description
<p>Who we are and what we do i.e. organisational information, structures, locations and contacts</p>	<p>Current information only relating to Instrument of Government</p> <ul style="list-style-type: none"> – School prospectus and curriculum <ul style="list-style-type: none"> ✓ The contents of the school prospectus ✓ An outline of the school curriculum – Governing Body <ul style="list-style-type: none"> ✓ The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school – Details of school session times and dates of school terms and holidays. – Location and contact information <ul style="list-style-type: none"> ✓ The address, telephone number, email address and website for the school together with the names of key personnel.
<p>What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement and contracts</p>	<p>Current and previous two financial years</p> <ul style="list-style-type: none"> – Annual budget plan and financial statements <ul style="list-style-type: none"> ✓ Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school’s annual income and expenditure returns. ✓ Details of items of expenditure over £5’000, including costs, supplier and transaction information. – Capital funding <ul style="list-style-type: none"> ✓ Information on major plans for capital expenditure. ✓ Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts. – Procurement and contracts – Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. – Pay policy - the school’s policy and procedures regarding teachers’ pay. – Staff allowances and expenses – details of allowances and expenses that may be incurred or claimed (incl travel, subsistence and accommodation) – Staff pay and grading structures <ul style="list-style-type: none"> ✓ Names and positions of all staff of the school, and contact details. ✓ Salaries for senior staff in bands of £10,000. For more junior posts levels of pay by salary range. – Governors’ allowances – details of allowances / expenses that can be incurred or claimed, and a record of total payments made to individual governors.
<p>What are our priorities and how are we doing Strategies and plans, performance indicators, audits, inspections and reviews</p>	<p>Current information</p> <ul style="list-style-type: none"> – Performance data supplied to the government – Latest Ofsted report – Performance management information – the Performance Management Policy and procedures adopted by the Governing Body. – The school’s future plans <ul style="list-style-type: none"> ✓ Any major proposals for the future of the school – Safeguarding and child protection

	<ul style="list-style-type: none"> ✓ The policies and procedures in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and guidance issued by the Secretary of State.
<p>How we make our decisions</p> <p>Decision making processes and records of decisions</p>	<p>Current and previous three years</p> <ul style="list-style-type: none"> – Admissions policy / decisions <ul style="list-style-type: none"> ✓ The school’s admission arrangements and procedures, together with information about the right of appeal. Information on application numbers/patterns of successful applicants (including criteria on which applications were successful) where not already published by Surrey CC via their website . – Minutes of meetings of the governing body and its committees <ul style="list-style-type: none"> ✓ Minutes, agendas and papers considered at such meetings. Note that information that is properly considered to be private to the meeting will not be made available.
<p>Our policies and procedures</p> <p>Current, written protocols, policies and procedures for delivering our services and responsibilities</p>	<p>Current information</p> <ul style="list-style-type: none"> – School policies and other documents <ul style="list-style-type: none"> ✓ Policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent including the required policies as listed on the Department for Education’s website. It will also include policies and procedures for handling information requests. – Records management and personal data policies <ul style="list-style-type: none"> ✓ This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies. – Equality and diversity <ul style="list-style-type: none"> ✓ This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities. – Policies and procedures for the recruitment of staff <ul style="list-style-type: none"> ✓ Where vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available. – Charging regimes and policies with details of any statutory charging regimes.
<p>Lists and registers</p>	<p>Currently maintained lists and registers only</p> <ul style="list-style-type: none"> – Curriculum circulars and statutory instruments <ul style="list-style-type: none"> ✓ Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum. – Disclosure logs <ul style="list-style-type: none"> ✓ If we have produced a disclosure log this will be available and will indicate the information provided in response to requests. – Any information the school is currently legally required to hold in publicly available registers.
<p>The services we offer</p> <p>Information about the services the school provides including leaflets, guidance and newsletters</p>	<p>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 include</p> <ul style="list-style-type: none"> ✓ Extra-curricular activities ✓ Out of school clubs ✓ School publications ✓ Services for which the school is entitled to recover a fee, together with those fees ✓ Leaflets, booklets and newsletters

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 Chairman of Governors, c/o the Clerk to the Governors, Pewley Down Infant 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:

Address: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Enquiry/Information Line: 0303 123 113 (local rate) or 01625 545 700 if you prefer to use a national rate number
Fax: 01625 524 510
E Mail: publications@ic-foi.demon.co.uk
Website : www.informationcommissioner.gov.uk

7. Review

The Governing Body of HTPD first adopted this scheme in 2010. It will be reviewed annually by the Governing Body and will be revised as often as may be required.

Date last reviewed: January 2020

Date for next review: January 2021

Signed:

Mark Sharman

Governor of Holy Trinity Junior & Pewley Down Infant Schools

ECM