



## **Wheatcroft Primary School & Nursery**

### **Freedom of Information Policy**

**Autumn 2019**

**To be reviewed: Autumn 2020**

**This is Wheatcroft Schools Publication Scheme on information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

#### **Introduction**

What a publication scheme is and why it has been developed

1. This policy supports the aim of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is to be clear and proactive about the information Wheatcroft will make public.
2. The school will make the information in this document available unless:
3. 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  - the information is archived, out of date or otherwise inaccessible; or,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.

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.

#### **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.

**Email: [admin@wheatcroft.herts.sch.uk](mailto:admin@wheatcroft.herts.sch.uk)**

**Tel: 01992 587899**

**Contact Address: Stanstead Road, Hertford, Herts, SG13 7HQ**

**Website: <http://www.wheatcroft.herts.sch.uk/>**

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, you can still contact the school to ask if we have it.



Information to be published	How the information can be obtained
<ul style="list-style-type: none"> <li>• Staffing and roles and responsibilities</li> <li>• Governors' allowances</li> </ul>	<p>Website</p> <p>Hard copy</p>
<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>	
<ul style="list-style-type: none"> <li>• <b>School profile</b> <ul style="list-style-type: none"> <li>• Government-supplied performance data</li> <li>• Ofsted report</li> <li>• Performance management information</li> <li>• Child protection/Safeguarding Policy</li> </ul> </li> </ul>	<p>Website</p> <p>Website</p> <p>Hard copy</p> <p>Website</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>	
<ul style="list-style-type: none"> <li>• Admissions policy / decisions</li> <li>• Minutes of meetings of the Governing body and its sub-committees</li> </ul>	<p>Website</p> <p>Hard copy</p>
<p><b>Class 5 - Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities.</p>	
<ul style="list-style-type: none"> <li>• School policies</li> <li>• Pupil and Curriculum policies</li> <li>• Equality and diversity</li> <li>• Charging and remission and policy</li> </ul>	<p>Website or hard copy</p> <p>Hard copy</p> <p>Website</p> <p>Website</p>
<p><b>Class 6 - Lists and registers</b>  Currently maintained list and registers only.</p>	
<ul style="list-style-type: none"> <li>• Curriculum Information</li> <li>• Disclosure logs</li> <li>• Asset register</li> </ul>	<p>Website</p> <p>Hard copy</p> <p>Hard copy</p>

Information to be published	How the information can be obtained
<b>The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	
<ul style="list-style-type: none"> <li>• <b>Extra-curricular activities</b></li> <li>• <b>Out of school clubs</b></li> <li>• <b>School publications</b></li> <li>• <b>Newsletters.</b></li> </ul>	Hard copy Website Hard copy Website

### 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.