



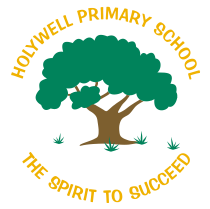
we are a learning community with the spirit to succeed

Holywell Primary School

Publication Scheme on information available under the Freedom of Information Act 2000

(Based on Information Commissioner's Office Model Scheme)

Status:	Statutory
Approval Body:	Governing Body
Review Frequency:	2 Years
Last Review:	March 2019
Next Review:	Spring 2021



Holywell Primary School

Freedom of Information Publication Scheme

1. Introduction

This publication scheme commits Holywell Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below. – see Appendices 1 and 2.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2. Classes of information

Class 1 - Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

Class 2 - What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class 3 - What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

Class 4 - How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class 5 - Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Class 6 - Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the school.

Class 7 - The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. The method by which information published under this scheme will be made available.

- 3.1 The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2 Where it is within the capability of the school, information will be provided on the school website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

- 3.3 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.
- 3.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where the school is legally required to translate any information, it will do so.
- 3.5 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.

4. Paying for information

The school does not charge for information which is accessed on our website and single copies of information requested from the school office are generally provided free. However, if a request means that we have to do a lot of photocopying or printing, undertake a significant amount of administrative work or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will advise the cost before fulfilling the request.

5. 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@holywell.herts.sch.uk

Tel: 01923 225188

Fax: 01923 440408

Contact Address: Tolpits Lane, Watford, Herts WD18 6LL

Alternatively, you can visit our school website at www.holywell.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 is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

6. 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:

Headteacher, Holywell Primary School, Tolpits Lane, Watford, Herts WD18 6LL

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.ico.gov.uk

Appendix 1

Guide to Information Available from Holywell Primary School under the Freedom of Information Publication Scheme

Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts. Only the current information is available.

Information	Availability
Instrument of Government	Paper copy from school office
School prospectus)
)
Details of the Governing Body)
) School website
School session times and term dates)
)
Location and contact information)

Class 2 - What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Information for the current and previous two financial years is available.

Information	Availability
Annual budget plan and financial statements)
)
Capital funding)
)
Additional Funding) Paper copy from school office
)
Procurement and contracts)
)
Staffing and grading structure)
)
Pay policy)
) See Appendix 2
Governors' allowances and expenses)

Class 3 - What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Only the current information is available.

Information	Availability
School profile <ul style="list-style-type: none">• Government-supplied performance data• Latest Ofsted report)) Paper copy from school office/) School website
Performance management policy and procedures	See Appendix 2
Improvement Plans)) Paper copy from school office
School's future plans)

Class 4 - How we make decisions

Decision-making processes and records of decisions.

Current and previous three years as a minimum.

Information	Availability
Admissions policy / decisions (Excluding individual admission decisions)	School website
Minutes of meetings of the Governing Body	Paper copy from school office

Class 5 - Our policies and procedures – See Appendix 2

Current written protocols, policies and procedures for delivering our services and responsibilities.

Current information only

Class 6 - Lists and registers

Currently maintained list and registers only.

Information	Availability
Curriculum circulars and statutory instruments))
Disclosure logs))
Asset register) Paper copy from school office)
Any information the school is currently legally required to hold in publicly available registers. (excludes Attendance Register))))

Class 7 - The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.
Current information only.

Information	Availability
Extra-curricular activities) Via letters to Parents/Carer/) School website
Out of school clubs)
School publications) Paper copy from school office/) School website
Leaflets, booklets and newsletters.)

Appendix 2

Guide to Information Available from Holywell Primary School under the Freedom of Information Publication Scheme

School Policies and Procedures

Documents *highlighted in italics* available on the school website, otherwise available as paper copy from school office

Curriculum Policies and Procedures
Subject policies
Assessment, Recording and reporting
<i>British Values</i>
<i>Collective Worship</i>
EYFS Development & Learning Policy Statement
EYFS Policy
<i>Home Learning</i>
<i>Sex & Relationship Education</i>
Teaching & Learning
Finance Policies and Procedures
<i>Charging & Remissions</i>
Debt Recovery
Disposals
Governing Body Code of Conduct
Lettings
Schedule of Financial Delegation
Governors Policies and Procedures
Governors' Allowances and Expenses
Governors' Classroom Visits
Instrument of Government
Health, Safety & Security Policies and Procedures
<i>CCTV</i>
<i>Data Protection</i>
Emergency Response/Business Continuity Plan
<i>Health & Safety</i>
<i>First Aid</i>
Inclusion/Equality Policies and Procedures
<i>Accessibility Plan</i>
<i>Equality Objectives</i>
<i>Equality</i>
<i>Pupil Premium</i>
<i>Special Educational Needs and Disability (SEND)</i>
<i>SEND Information Report</i>
Pupils & Parents Policies and Procedures

<i>Attendance</i>
<i>Behaviour Management</i>
<i>Procedure for Dealing with School Based Complaints</i>
<i>Freedom of Information Publication Scheme</i>
<i>Home School Agreement</i>
Safeguarding Policies and Procedures
<i>Anti-bullying</i>
<i>Children Looked After</i>
<i>Child Protection inc. EYFS Child Protection and Safeguarding Statement</i>
<i>Drugs Education and Control</i>
<i>eSafety and Data Security</i>
<i>Intimate Care</i>
<i>Restrictive Physical Intervention</i>
<i>Supporting Pupils with Medical Conditions</i>
<i>Whistleblowing</i>
Staff Policies and Procedures
Central Record of Recruitment & Vetting Checks
Capability Procedure
Code of Conduct
Disciplinary Procedure
Grievance Procedure
Harassment & Bullying
Health & Attendance
Leave of Absence
Safer Recruitment
Staff Pay and Performance Appraisal
Statement of Procedures for Dealing with Allegations of Abuse Against Staff