

Heathlands School  
Publication Scheme  
under the  
Freedom of Information Act

November 2013

## **This is Heathlands School 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.

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- the information is archived, out of date or otherwise inaccessible; or,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.

## 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.heathlands.herts.sch.uk](http://www.heathlands.herts.sch.uk)

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

Tel: 01727 754060

Textphone: 07722 832651

Fax: 01727 754064

Contact Address: **Mrs D. Jones-Stevens, Head Teacher, Heathlands School, Heathlands Drive, St Albans, Herts. AL3 5AY**

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

<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 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
<ul style="list-style-type: none"><li><b>Instrument of Government</b></li></ul> 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.	hard copy	£
<ul style="list-style-type: none"><li><b>School prospectus (web based)</b></li></ul> The statutory contents of the school prospectus, as follows: <ul style="list-style-type: none"><li>– information about the implementation of the governing body's policy on pupils with special educational needs (SEN).</li></ul>	hard copy and/or website	£

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>– a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan. The prospectus is published online so is available to all</p> <ul style="list-style-type: none"> <li>• <b>Governing Body</b></li> </ul> <p>The names, and contact details of the governors should be available and the basis on which they have been appointed.</p> <ul style="list-style-type: none"> <li>• <b>School session times and term dates</b></li> </ul> <p>Details of school session times and dates of school terms and holidays.</p> <ul style="list-style-type: none"> <li>• <b>Location and contact information</b></li> </ul> <p>The address, telephone number and website for the school together with the names of key personnel.</p>	<p>hard copy and/or website</p> <p>hard copy and/or website</p> <p>hard copy and/or website</p>	<p>£</p>
<p><b>Class 2 - What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.</p>	<p>hard copy and/or website</p>	
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b></li> </ul> <p>Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</p> <ul style="list-style-type: none"> <li>• <b>Capital funding</b></li> </ul> <p>Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</p> <ul style="list-style-type: none"> <li>• <b>Additional Funding</b></li> </ul> <p>Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.)</p> <ul style="list-style-type: none"> <li>• <b>Procurement and contracts</b></li> </ul> <p>Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p> <ul style="list-style-type: none"> <li>• <b>Pay policy</b></li> </ul>	<p>hard copy</p> <p>hard copy</p> <p>hard copy</p> <p>hard copy</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p>

<b><u>Information to be published</u></b>	<b><u>How the information can be obtained</u></b>	<b><u>Cost</u></b>
<p>The statement of the school's policy and procedures regarding the pay of teachers' and support staff</p> <ul style="list-style-type: none"> <li>• <b>Staffing and grading structure</b></li> <li>• <b>Governors' allowances</b></li> </ul> <p>Details of allowances and expenses that can be claimed or incurred.</p>	<p>hard copy</p> <p>hard copy</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 Development Plan</b></li> <li>• <b>Performance management information</b></li> </ul> <p>Performance management policy and procedures adopted by the governing body.</p> <ul style="list-style-type: none"> <li>• <b>Schools future plans</b></li> </ul> <p>Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p>	<p>hard copy and/or website</p> <p>hard copy</p> <p>hard copy and/or 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>• <b>Admissions policy / decisions</b></li> </ul> <p>The school's admission arrangements and procedures, together with information about the right of appeal.</p> <ul style="list-style-type: none"> <li>• <b>Minutes of meetings of the Governing body and its sub-committees</b></li> </ul> <p>Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting</p>	<p>hard copy and/or 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>		
<p><b>School policies</b></p> <ul style="list-style-type: none"> <li>• <b>Anti Bullying Policy</b></li> </ul>	hard copy and/or website	£

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<ul style="list-style-type: none"> <li>• Attendance Policy</li> <li>• Behaviour Policy</li> <li>• Careers Education Policy</li> <li>• Charging and Remissions Policy</li> <li>• Child Protection Policy</li> <li>• Collective Worship Policy</li> <li>• Curriculum Policy</li> <li>• Equalities Policy</li> <li>• Grievance and Disciplinary Policy</li> <li>• Health and Safety Policy</li> <li>• Sex and Relationship education Policy</li> <li>• Special Education Needs Policy</li> <li>• Staff Conduct Policy</li> <li>• Safe Staff Recruitment</li> </ul> <p>Other documents</p> <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Complaints procedure</li> <li>• Home School Agreement</li> <li>• Risk Assessments</li> <li>• Staffing Structure</li> <li>• Records management and personal data policies</li> </ul> <p>This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p>		
<p><b>Class 6 - Lists and registers</b> Currently maintained list and registers only.</p>		
<ul style="list-style-type: none"> <li>• <b>Curriculum circulars and statutory instruments</b></li> </ul> <p>Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.</p>	hard copy	£
<ul style="list-style-type: none"> <li>• <b>Asset register</b></li> </ul> <p>We would expect some information from capital asset registers to be available, if such registers are held.</p>	hard copy	£
<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>	hard copy	£
<p><b>The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters. Current information only.</p>		
	hard copy and/or website	£

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<ul style="list-style-type: none"> <li>• Sign Language Training</li> <li>• Sign and Play pre-school group</li> <li>• Extra Curricular Activities</li> <li>• News updates and news letters</li> </ul>		

*Our website is at [www.heathlands.herts.sch.uk](http://www.heathlands.herts.sch.uk)*

## 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 **Mrs D. Jones-Stevens, Head Teacher, Heathlands School, Heathlands Drive, St Albans, Herts. AL3 5AY**

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.ico.gov.uk](http://www.ico.gov.uk)**

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**Annex A – Further documents held by the school**

<b>Name of Document</b>	<b>Description</b>
Assessment and Marking Policy	
Asset Disposal	
Audiology Policy	
Catering Policy	
Children in Public Care Policy	
Communication Policy	
Continuing Professional Development Policy	
Cover Policy	
External Examination Policy	
E Safety Policy	
Homework Policy	
Heath House Policy and Practice	
Inclusion Policy	
Internet Policy	
Intimate Care Policy	
Lettings Policy	
Missing Child Procedures	
Parents and Community Liaison Policy	
Staff Appraisal Policies	
Personalised Learning Policy	
Physical Intervention Policy	
Safeguarding Children Policy	
Speech and Language Therapy Policy	
Teaching and Learning Policy	
Whistleblowing Procedure	
Work Experience Policy	

