

# Pinewood Infant School



## **This is Pinewood 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.

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 scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

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 and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

### **3. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information.

### **4. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school in writing, or electronically via e-mail.

Email: [adminoffice@pinewood.hants.sch.uk](mailto:adminoffice@pinewood.hants.sch.uk)

Contact Address: **Pinewood Infant School, Pinewood Park, Farnborough, Hants, GU14 9LE**

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.

Anyone has a right to request information from a public authority. We have two separate duties when responding to these requests;

- to tell the applicant if we hold any information falling within the scope of their request; and
- to provide the information

We have 20 working days to respond to the request.

## 5. Paying for information

Charges for documentation are listed in section 6 below. We can ask for payment, as appropriate, before supplying the information. The statutory authority for charging is contained in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, in regulation 6.

## 6. Classes of Information Currently Published

<b>Information to be published</b>	<b>How the information can be obtained (hard copy/online/by inspection)</b>
<b><i>Who we are and what we do (current information)</i></b>	
Instrument of Government	hard copy
School prospectus	hard copy
Governing Body – contact details and the basis of Governor appointments	hard copy
School session times and term dates	website
School location and contact information	website
<b><i>What we spend and how we spend it</i></b>	
Annual budget plan	on line
Capital funding	hard copy
Procurement and contracts	by inspection
Pay policy	hard copy
Staffing structure	hard copy
Governors' allowances	hard copy
<b><i>What our priorities are and how we are doing</i></b>	
OfSTED report	on line
End of KS1 performance data	hard copy
<b><i>How we make decisions</i></b>	

Admissions policy	website
Governing body and sub-committee minutes	hard copy
<b><i>Our policies and procedures</i></b>	
Charging policy	website
Health and safety policy	website
Complaints procedure	website
Staff grievance policy	hard copy
Pay policy	hard copy
Staffing structure (as ab appendix to the Pay Policy)	hard copy
Policy for handling information requests	hard copy
Home-school agreement	hard copy
Curriculum policy	website
Sex education policy	hard copy
SEN policy	website
Single equalities policy	website
Behaviour policy	website
Data protection policy	website
Performance management policy	hard copy
Child protection	website
<b><i>List and registers</i></b>	
Statutory instruments	hard copy
Disclosure logs	by inspection
Inventory	by inspection
<b><i>The services we offer</i></b>	
Out of school clubs	hard copy
Newsletters	hard copy, via e-mail and school website

<b><i>Schedule of charges</i></b>		
<b>Disbursement cost</b>	<b>Description</b>	<b>Basis of charge</b>
	photocopying @ 10p per sheet	Actual cost
	postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	There is no statutory right to charge for information (unless supplying and locating the information would take more than 18 hours of staff time) but we have a right to charge for expenses incurred (see above)	See Section 5 (Paying for information) above

## 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 **Mr Peter Sheppard, Chair of Governing Body, via the school office**

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 5A*  
For Enquiry/Information Line: 01625 545 700

**E Mail:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

**Website :** [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

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