

Freedom of Information Policy 2017

Reviewed by:	Ian Gamble
Date:	Autumn 2017
Ratified by:	Resources Advisory Group
Signed:	Geraint Edwards
Date:	
Next Review:	Autumn 2018

North Herts Education Support Centre's Publication Scheme On information available under the Freedom of Information Act 2000

The Management Committee 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 that is to be published in the future. All information in our publication scheme is available in paper form.
- Some information that 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 Centre 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.

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 known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- **Parents Brochure and Professionals Brochure** – information published in the parent's brochure /professional's brochure.
- **Management Committee Documents** – information published in the Management Committee's Annual Report and in other Management Committee documents.
- **Pupils & Curriculum** – information about policies that relate to pupils and the Centre curriculum.
- **Centre Policies and other information related to the Centre** - information about policies that relate to the Centre in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the centre by telephone, email, fax or letter. Contact details are set out below.

Email: admin@northhertsesc.herts.sch.uk

Briar Patch

Telephone: 01462 487207 (Fax: 01462 481848)

Contact Address: NHESC, Briar Patch Lane, Letchworth Garden City, Herts SG6 3LY

Bancroft

Telephone: 01462 666830 (Fax: 01462 666832)

Contact Address: NHESC, Old Magistrates Court, 29 Bancroft, Hitchin, Herts, SG5 1JW

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 centre to ask if we have it.

5. 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 6.

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.

6. Classes of Information Currently Published

<u>Information to be published</u>	<u>How the information can be obtained</u>
Class 1 - Who we are and what we do	(hard copy and/or website)
<ul style="list-style-type: none"> • Instrument of Government <p>The Instrument of Government is the document which records the name and category of the school and the name and constitution of its Management Committee.</p> <ul style="list-style-type: none"> • Parent Handbook <p>The statutory contents of the school prospectus, as follows:</p> <ul style="list-style-type: none"> - information about the implementation of the Management Committee's policy on pupils with special educational needs (SEN). - a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan. <ul style="list-style-type: none"> • Annual Report <p>NHESC produces an Annual Report to the Management Committee</p> <ul style="list-style-type: none"> • Management Committee <p>The names, and contact details of the manage committee should be available and the basis on which they have been appointed.</p> <ul style="list-style-type: none"> • School session times and term dates <p>Details of school session times and dates of school terms and holidays.</p> <ul style="list-style-type: none"> • Location and contact information <p>The address, telephone number and website for the school together with the names of key personnel.</p>	<p>Hard Copy</p> <p>Hard copy and/or Website</p> <p>Hard copy and/or Website</p> <p>Hard copy and/or Website</p> <p>Hard copy and/or Website</p>

<u>Information to be published</u>	<u>How the information can be obtained</u>
<p>Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.</p>	
<ul style="list-style-type: none"> • Annual budget plan and financial statements Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns. • Capital funding Details of the capital funding allocated to the school together with information on related building projects and other capital projects. • Additional Funding Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.) • 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 statement of the school's policy and procedures regarding teachers' pay. • Staffing and grading structure • Management Committee Members' allowances Details of allowances and expenses that can be claimed or incurred. 	<p>Hard copy</p>
<p>Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum</p>	
<ul style="list-style-type: none"> • School profile <ul style="list-style-type: none"> - Latest Ofsted report - The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community 	<p>Hard copy and/or Website</p>

Our website is at (www.Northhertsesc.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:

Geraint Edward, Chair
c/o The Priory School,
Bedford Rd,
Hitchin,
SG5 2UR

01462 622300

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