

Guide to information available from Highfield Primary School under the Freedom of Information publication scheme

Freedom of Information Act

1. Introduction

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme from 1 January 2009. The Information Commissioner's Office (ICO) developed a model policy and publication scheme for schools which was adopted for this policy by Highfield Primary School. The policy will be reviewed regularly as part of the school's policy review programme.

The policy commits the school to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*. This information is provided in the attached guide to information.

2. Information included in the guide to information

The guide includes a list of the information that the school holds, how it will make the information routinely available, how the information can be accessed, whether or not a charge will be made for it and if so, what the cost will be. A copy of the FOI policy and publication scheme is available from the school office and on the school website.

3. Fees and charging

Information through the school's publication scheme is readily available. It can be accessed through the school website at no charge or through the school office at a low charge. These charges are made for activities such as printing, photocopying and postage as well as information that the school is legally authorised to charge for. Anyone requesting information will be informed of any charge before the information is provided. The school may ask for payment before providing the information.

The actual charges and the basis on which the charges are being made are detailed in the "Schedule of Charges" section on the school's guide to information.

4. FOI requests and the publication scheme

It is important to note that the school's publication scheme sets out the information that is routinely available. Information that is not listed in the guide to information may still be requested and will be made available unless it can be legitimately withheld.

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5. More information

Further information on freedom of information, can be found on the Information Commissioner's Office (ICO) website or by contacting the ICO on:

Phone: 08456 30 60 60

01625 54 57 45

Email: by using the online [enquiry form](#) on the ICO website

Website: www.ico.gov.uk

6. FOIA Disclosure Log –

Record of FOIA Requests				
Date	FOIA Request	Member of staff	Cost/payment received	Date of completion

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Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (This includes organisational information, structures, locations and contacts etc)	Highfield Primary School Highfield Road Winchmore Hill London N21 3HE T 0208 360 2149 Fax 0208 360 4875	
Who's who in the school	Website www.highfieldprimary.co.uk Hard copy Contact school office	Free 10p/ sheet
Who's who on the governing body and the basis of their appointment	Website www.highfieldprimary.co.uk Hard copy Contact school office	Free 10p/ sheet
Instrument of Government	Hard copy Contact school office	10p/ sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy Contact school office	10p/ sheet
Annual Report	Website www.highfieldprimary.co.uk Hard copy Contact school office	Free £2.00
Staffing structure	Hard copy Contact school office	10p/ sheet
School session times and term dates	Website www.highfieldprimary.co.uk Hard copy Contact school office	Free 10p/ sheet

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Class 2 – What we spend and how we spend it (This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year)	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy Contact school office	10p/ sheet
Capitalised funding	Hard copy Contact school office	10p/ sheet
Additional funding (Fundraising accounts)	Hard copy Contact school office	10p/ sheet
Procurement and projects	Hard copy Contact school office	10p/ sheet
Pay policy - we follow LA guidelines	Hard copy Contact school office	10p/ sheet
Staffing and grading structure – we follow LA guidelines	Hard copy Contact school office	10p/ sheet
Governors' allowances	N/A	
Class 3 – What our priorities are and how we are doing (This includes the school's strategies and plans, performance indicators, audits, inspections and reviews etc)	How the information can be obtained	Cost
School profile: <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy Contact school office Website www.highfieldprimary.co.uk	10p/ sheet £2.00 Free
Performance management policy and procedures adopted by the governing body.	Hard copy Contact school office	10p/ sheet

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Class 3 – What our priorities are and how we are doing (contd) (This includes the school’s strategies and plans, performance indicators, audits, inspections and reviews etc)	How the information can be obtained	Cost
Schools future plans (School Improvement Plan)	Website www.highfieldprimary.co.uk Hard copy Contact school office	Free £2.00
The school has a policy file which includes an overview of all policies and procedures relating to the school and the curriculum. Our Creative Curriulum details and termly curriculum plans are available in school and on our website	Hard copy Contact school office Website www.highfieldprimary.co.uk	10p/ sheet Free
Class 4 – How we make decisions (This includes information on decision making processes and records of decisions for the current and previous three years)	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) - We follow LA guidelines	Hard copy Contact school office	10p/ sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy Contact school office	10p/ sheet
Minutes of meetings (as above) – please note that this will exclude information that is properly regarded as private to the meetings	Hard copy Contact school office	10p/ sheet

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Pupil and curriculum policies, including:	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Anti-Bullying Policy • Attendance • Behaviour • British Values information • Collective Worship and Assembly Policy • Creative Curriculum Policy • Food Policy/guidelines/ Packed lunch policy • Home School Agreement • Homework Policy • ICT and E-Safety Policy • Inclusion Policy (SEN and G & T) • Lost Property • Medical Policy and Asthma information • English Policy • Maths Policy • Science Policy • Physical Education Policy • PSHE and Citizenship Policy • Relationship and Sex Education policy • Religious Education Policy • School Meal / Debt Policy • Spiritual, Moral, Social and Cultural SMSC inc. British Values • Video and photography Policy • Visits to Places of worship • Safeguarding • Special Educational Needs • Teaching and Learning 	<p>Hard copy Contact school office</p>	<p>10p/ sheet</p>
	<p>Website www.highfieldprimary.co.uk</p>	<p>Free</p>

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<p>Class 6 – Lists and Registers (This includes currently maintained lists and registers only)</p>		
Curriculum circulars and statutory instruments	This information may only be available by inspection	N/A
FOI Disclosure logs	This information may only be available by inspection by approved agencies	N/A
Asset register	This information may only be available by inspection by approved agencies	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	This information may only be available by inspection by approved agencies	N/A
<p>Class 7 – The services we offer (This includes current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	How the information can be obtained	Cost
Extra-curricular activities	<p>Website www.highfieldprimary.co.uk Hard copy Contact school office</p>	<p>Free 10p/ sheet</p>
Out of school clubs	<p>Website www.highfieldprimary.co.uk Hard copy Contact school office</p>	<p>Free 10p/ sheet</p>

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School publications	Website www.highfieldprimary.co.uk Hard copy Contact school office	Free 10p/ sheet
Services for which the school is entitled to recover a fee, together with those fees	Website www.highfieldprimary.co.uk Hard copy Contact school office	Free 10p/ sheet
Leaflets books and newsletters	Website www.highfieldprimary.co.uk Hard copy Contact school office	Free

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SCHEDULE OF CHARGES

This describes the basis on which the above charges have been made and how they are calculated.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Statutory Fee	This includes all costs for photocopying and postage of documents (see below)	In accordance with the relevant legislation (FOI Act 2005)
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost * (8p per sheet)
	Photocopying/printing @ 20p per sheet (colour)	Actual cost * (19p per sheet)
	Photocopying/printing a report (black & white) @ £2.00 per report	Cost of photocopying and administration
	Postage : 25p (standard small envelope) 40p (C5/A4 envelope)	Actual cost of Royal Mail standard 2 nd class
Other		

* the actual cost incurred by Highfield Primary School