

**College Park Infant 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.

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**

Our school motto proclaims that  
at College Park Infant School our pupils are ...

*‘Children Playing, Improving & Smiling’*

In order to achieve this vision we aim to :-

- ◆ *Have high expectations of ourselves and others, so that all children can aspire to and achieve the highest possible standards.*
- ◆ *Provide for the children’s intellectual, social, emotional, physical and spiritual development.*
- ◆ *Enable the children to grow and learn in a secure environment where they can face challenges of increasing difficulty with enjoyment in order that they may emerge from the school creative, responsive, lively and happy.*
- ◆ *Encourage each child to have confidence in their individual achievements, to set themselves challenges and goals and to celebrate their achievements with pride.*
- ◆ *Foster within each child the ability to develop secure relationships with others and to be aware of the respect and care due to all things.*

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 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:

- (i) *Who we are and what we do*
- (ii) *What we spend and how we spend it*
- (iii) *What our priorities are and how we are doing*
- (iv) *How we make decisions*
- (v) *Our policies and procedures*
- (vi) *Lists and registers*
- (vii) *The services we offer*

### 4. 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@collegepark.portsmouth.sch.uk](mailto:admin@collegepark.portsmouth.sch.uk)

Tel: 023 9266 2823

Fax: 023 9265 5282

Contact Address: **College Park Infant School, Crofton Road, North End, Portsmouth, PO2 0LB**

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.

### 5. Paying for information

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. Where there is a charge this will be indicated by a £ sign in the description box.

6. A **'Guide to information'** with classes of information is available from College Park Infant School under the model publication scheme is available at the end of this document.

### 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 J Anderson (Headteacher).

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

- 8.**    Agreed:        23<sup>rd</sup> March 2016  
         By:             Full Governing Body  
         Review:        March 2019

## 6. Guide to information available from College Park Infant School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	School website	
Who's who on the governing body and the basis of their appointment	School website	£
Instrument of Government	Hard Copy/Gov Body File	
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 / School Prospectus	
School prospectus	School website	£
Annual Report / School Profile	School website	
Staffing structure	Hard Copy / School Office	
School session times and term dates	School website / School Prospectus	£
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy / Governors' File	
Capitalised funding	Hard copy / Governors' File	

Additional funding	Hard copy / Governors' File	
Procurement and projects	Hard copy / School Office	
Pay policy	Hard copy / Policy File	£
Staffing and grading structure	Hard copy / Policy File	
Governors' allowances	Hard copy / Policy File	
<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	(hard copy or website)	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Hard copy / RAISEonline  Link from Website	
Performance management policy and procedures adopted by the governing body.	Hard copy / Policy File	£
Schools future plans	Hard copy / School Strategic Plan	
Every Child Matters – policies and procedures	Hard copy / Policy File	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard copy / Policy File	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy / Governors' Files	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy / Governors' Files	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging</li> <li>• Health and Safety</li> <li>• Security</li> <li>• Use of CCTV</li> <li>• Complaints procedure</li> <li>• Staff conduct, Discipline and Grievance policies</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Hard copy / Policy File	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education &amp; relationships</li> <li>• Special educational needs &amp; Disabilities (Inclusion)</li> <li>• Gifted and Talented</li> <li>• Equality &amp; Diversity</li> <li>• Collective worship</li> <li>• Behaviour</li> <li>• Anti-bullying</li> <li>• Safeguarding</li> </ul>	Hard copy / School Office	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copy / School Office	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Hard copy / Policy File	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy / School office	
Disclosure logs	Hard copy / School office	
Asset register	Hard copy / School office	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Hard copy / School office	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard copy	
Out of school clubs	Hard copy	
School publications	Hard copy / School office	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
Leaflets books and newsletters	Hard copy / School office	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
CCTV images		

**Contact details:**

**College Park Infant School  
Lyndhurst Road  
North End  
Portsmouth  
PO2 0LB**

**www.collegeparkinfantschool.co.uk  
email: admin@collegepark.portsmouth.sch.uk  
Tel. 023 9266 2823**

**Fax. 023 9265 5282**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 3p per sheet (black & white)	Actual cost 0.5p*
	Photocopying/printing @ 5p per sheet (colour)	Actual cost 4p
	Postage 1 <sup>st</sup> class 63p 2 <sup>nd</sup> class 54p Large 95p	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority