

Feltham Hill Infant & Nursery School

Freedom of information Publication Scheme

September 2019

This is Feltham Hill Infant & Nursery School (FHI&N) Publication Scheme on information available under the Freedom of Information Act 2000.

The governing body is responsible for the maintenance of this scheme.

Publication Scheme is to be read alongside the Data Protection Policy.

*Prepared by: Chair of Finance & HT Sept 2019
Discussed with: staff through briefing Oct 2019*

*Shared with: Governing Body through shared space (Sept 2019)
To be Reviewed and Updated: Sept 2021*

Introduction

One of the aims of the Freedom of Information Act 2000 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.
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- 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 model scheme for schools approved by the Information Commissioner.

School Aims and Objectives

Our school vision provides us with our overall school aims and objectives which are **that**:

- Every child **should** achieve highly compared to National Expectations.
- **All children should** be well prepared for their journey of lifelong learning.
- **Every child should have the** opportunity to explore **dynamically** the whole curriculum both inside and outside.
- **All children should** be nurtured, and **the school should** establish a culture of respect so **that** they feel happy and confident in our school community.
- **The school should** develop a sense of trust with the children, their families and community.

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

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.

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

1 School Information—school information and details are published on the school website on the **About Us, Parents Carers and Contact Us** pages.

2 Teaching and learning – information including policies that relate to children and the school curriculum is on the **Children** page on the website.

3 Governors – information on governing body meetings and other documents on **About Us –Governors** page on the website.

4 How to request information –guidance to allow you to request and about when payment may be required is set out in the last two sections of this document.

Classes of Information Currently Published

1 School Information - About Us, Parents Carers and Contact Us pages. This will include:

- the name, address and telephone number of the school, and the type of school.
- the names of the head teacher and staffing.
- information on the school policy on admissions.
- a statement of the school's ethos and values.
- collective worship policy and parents' right to withdraw their child from religious education and the alternative provision for those pupils.
- information about the school's policy on providing for pupils with special educational needs & disability (SEND).
- pupil premium grant (PPG)
- sports premium grant
- national curriculum assessment results for appropriate Key Stage 1, with national summary figure.
- early years foundation stage (EYFS) data with national comparisons.
- Policies including - child protection, behaviour & anti bullying, e safety.

2 Teaching and learning - Children page on the website. This will include:

- curriculum
- class information
- school council
- behaviour
- supporting your child including homework

3 Governors – on About Us – Governors page. Will include:

- dates of meetings.
- details of chair and governors
- parents newsletter from the Chair

How To Request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone or email.

- **Email** : office@fhi.hounslow.sch.uk
- **Tel:** 0208 890 3814
- Or you can visit our **website** at: www.fhi.hounslow.sch.uk

To help us process your request quickly, please clearly mark any correspondence
“PUBLICATION SCHEME REQUEST”.

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. But please note that certain information e.g personal information, which we are required to keep confidential, cannot be provided.

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. Where you ask for paper copies:

- Single copies of information covered by this publication are provided free.
- If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or are for a priced item such as some printed publications 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.