



THE FEDERATION OF HAZEL WOOD INFANT SCHOOL AND LYDLYNCH INFANT SCHOOL

Freedom of Information Policy

Publication Scheme on information available under the Freedom of Information Act

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 either available for you on our website to download and print off or available in paper form from the School Office.

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

At The Federation of Hazel Wood Infant School and Lydlynch Infant School we aim to help pupils become:

- **successful learners** who enjoy learning, make progress and achieve
- **confident individuals** who are able to live safe, healthy and fulfilling lives
- **international citizens** who make a positive contribution to society

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 seven areas set out in section 4.

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, e-mail or letter. Contact details are set out below, or you can visit our website at <https://www.federationofhazelwoodandlydlynch.co.uk/>

Class 1 - Who we are and what we do (organisational information, structures, locations and contacts)

Class 2 - What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Class 3 - What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)

Class 4 - How we make decisions (decision making processes and records of decisions)

Class 5 - Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)

Class 6 - Lists and Registers (currently maintained lists and registers only)

Class 7 - The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

The Information Commissioner expects schools to make information available set out within these classes unless:

- they do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such as information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

To make a request under the FOIA for Hazel Wood please contact the Admin Officer in writing at:

Admin Officer, Hazel Wood Infant School, Hazel Farm Rd, Totton, Southampton SO40 8WU

E-mail: adminoffice@hazelwood-inf.hants.sch.uk

Tel: 02380666767

To make a request under the FOIA for Lydlynch please contact the Admin Officer in writing at:

Admin Officer, Lydlynch Infant School, Lydlynch Road, Totton, Southampton, SO40 3DW
E-mail: adminoffice@lydlynch.hants.sch.uk

Tel: 02380863188

To help us process your request quickly, please clearly mark any correspondence "FREEDOM OF INFORMATION REQUEST" (in capitals please)

If the information you're looking for is not available via the scheme and is not on our website, you can still contact the school 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 internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, 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

Please see Appendix One for all classes of information published.

Documents are given to parents. All extra copies and requests by parties who are not parents will be charged as indicated. See appendix

Our website is at <https://www.hazelwoodinfants.co.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 this should initially be addressed, in the first instance to Executive Head teacher, Hazel Wood Infant School, Hazel Farm Rd, Totton, Southampton SO40 8WU , or subsequently, to the Chair of Governors, Hazel Wood Infant School, Hazel Farm Rd, Totton, Southampton SO40 8WU

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:

The Information Commissioner's Office, Case Reception Unit, Customer Service Team,
Wycliffe House, Water Lane, Wilmslow. Cheshire SK9 5AF

Or:

Enquiry/Information Line: 0303 123 1113

Website: <https://ico.gov.uk/make-a-complaint>

Freedom of Information – appendix 1

Guide to information available from Hazel Wood Infant School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	HC WS	N/A
Who's who on the governing body and the basis of their appointment	HC WS	N/A
Instrument of Government	HC WS	N/A
Contact details for the Executive Headteacher and for the Governing Body	HC WS	N/A
Staffing structure	HC	N/A
School session times and term dates	HC WS	N/A
Location and contact numbers	HC WS	N/A
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum		
Annual budget plan and financial statements	HC	N/A
Capitalised funding	HC	N/A
Additional funding	HC	N/A
Financial audit reports	HC	N/A
Details of expenditure items over £2,000	HC	N/A
Procurement and projects	HC	N/A
Pupil Premium	HC WS	N/A
Pay policy	HC	N/A
Staffing and grading structure	HC	N/A
Staff allowances and expenses	HC	N/A
Governors' allowances	HC	N/A
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.		
School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report 	HC WS HC WS	N/A
Performance management policy and procedures adopted by the governing body.	HC	N/A
Performance data	HC WS	N/A
Schools future plans – School Improvement Plan	HC WS (overview only)	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	HC WS	N/A

Minutes of meetings of the G.B– NB this will exclude information that is properly regarded as private to the meetings.	HC	WS(FGB)	N/A
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Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only

School policies including: <ul style="list-style-type: none"> Charging and remissions policy Health and Safety Complaints procedure Staff conduct policy Child protection Attendance Freedom of Information Single Equality Scheme Plus any other requested policy 	HC WS HC WS HC WS HC HC HC HC WS HC WS HC WS	N/A N/A N/A N/A N/A N/A N/A N/A N/A
Pupil and curriculum policies, including: <ul style="list-style-type: none"> Curriculum Sex and Relationship Education Special Educational Needs Accessibility & Disability Behaviour Anti-bullying 	HC WS HC WS HC WS HC WS HC WS HC WS	N/A N/A N/A N/A N/A N/A
Records management and personal data policies, including: <ul style="list-style-type: none"> Records retention destruction and archive policies Data protection / GDPR 	HC HC	N/A N/A

Class 6 – Lists and Registers

Currently maintained lists and registers only

Curriculum circulars and statutory instruments	HC WS	N/A
Disclosure logs (link to FOIA requests)	HC	N/A
Asset register	HC	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	HC	N/A

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only

Extra-curricular activities	HC	N/A
Out of school clubs	HC WS	N/A
School publications	HC	N/A
Services for which the school is entitled to recover a fee, together with those fees	HC	N/A
Leaflets books and newsletters	HC WS	N/A

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 4 p per sheet (black & white)	Actual cost
	Photocopying/printing @ 8 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Publications requested from DFE	Actual cost