



# Publication Scheme (Freedom of Information) Policy

## Publication Scheme (Freedom of Information)

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### Classes of Information

#### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

**Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**This is The Wharf Nursery School's Publication Scheme detailing the information available under the Freedom of Information Act 2000. This publication scheme conforms to the guide for schools approved by the Information Commissioner from 1<sup>st</sup> January 2009.**

*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 format in which the information will be made available.

To do this we produce a publication scheme, setting out:

- *the classes of information which we publish or intend to publish;*
- *the format in which the information will be made available 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 obtainable from the school. Some information, which we hold, may not be made public, for example personal information.

***We have made no changes to the classes of information in the publication scheme recommended by the Information Commissioner for schools and therefore specify where our school does not hold, or no longer publishes, the information detailed.***

### **2. Aims of Our School**

The Wharf Nursery School is the state-funded Nursery School which has been at the heart of the community in Godalming and the surrounding area since it was founded in 1947, by providing an educational service of the highest quality. We became a Sure Start Children's Centre in 2009, providing activities and services to families with children from birth to eleven. This publication scheme is a means of showing how we are pursuing the aims of The Wharf Nursery School & Children's Centre, which are to:

- help our children become well-motivated, confident and positive individuals
- set high standards of teaching and learning while doing our best to meet the needs of everyone in the Wharf community.
- provide a secure and welcoming environment for children and families.
- treat each child as an individual and make their first experience of school happy and positive.
- value parents' unique understanding of their child and their role as partners in their child's learning.
- build on the child's natural learning process and on the knowledge and skills each child brings to nursery school.
- foster a culture of respect for the culture, background and beliefs of all our families.

### **3. How to request information**

If you require a paper version of any of the documents within the scheme, or wish to view information in school, please contact us by telephone, email, fax or letter. Contact details are set out below.

tel:                   **01483 415220**  
e-mail:               **office@wharf.surrey.sch.uk**

fax: 01483 410839  
 address: The Wharf Nursery School  
 Woolsack Way,  
 Godalming,  
 Surrey,  
 GU7 1JG

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

If the information you're looking for is not available via the scheme nor on our website you can still contact the school and we will tell you whether or not we have it.

#### 4. Paying for information

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Information may generally be viewed at school free of charge. Information which involves considerable time in collation may incur a proportionate cost. Any copies taken away will be charged at 15p per sheet, unless marked with a \*. 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.

#### 5. Classes of Information

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts <i>Current information only</i>	Website – W Hard copy - H Viewing only – V
Who's who in the school	W; H
Who's who on the governing body and the basis of their appointment	W; H
Instrument of Government	H
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	W; H
*School prospectus	H
Annual Report	Not held – not produced
Staffing structure	H
School session times and term dates	W; H

<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 <i>Current and previous financial year as a minimum</i>	Website – W Hard copy - H Viewing only – V
Annual budget plan and financial statements	H
Capitalised funding	H
Additional funding	H
Procurement and projects	H
Pay policy	H
Staffing and grading structure	H
Governors' allowances	H

<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews <i>Current information as a minimum</i>	Website – W Hard copy - H Viewing only – V
School profile • Government supplied performance data • The latest Ofsted report - Summary - Full report	Not held - no longer published W; H W; H W; H W; H
Performance management policy and procedures adopted by the governing body.	H
School's future plans	H
Every Child Matters – policies and procedures	W; H

<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions <i>Current and previous three years as a minimum</i>	Website – W Hard copy - H Viewing only – V
Admissions policy/decisions (not individual admission decisions)	W; H
Agendas of meetings of the governing body and (if held) its sub-committees	H
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	H

<b>Class 5 – Our policies and procedures</b> Written protocols, policies and procedures for delivering our services and responsibilities <i>Current information only</i>	Website – W Hard copy - H Viewing only – V
School policies including: • Charging and remissions policy • Health and Safety • Complaints procedure (Wharf Nursery School & Children's Centre Complaints policy) • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy (this document) • Equality and diversity (including equal opportunities) policies • Staff recruitment policies	W; H W; H W; H H H H W;H W; H W; H
Pupil and curriculum policies, including: • Home-school agreement • Curriculum (EYFS Framework and Stages of support) • Sex education • Special educational needs (SEN policy includes disabilities) • Accessibility • Collective worship • Careers education • Pupil discipline (Wharf Nursery School Behaviour and Positive Touch policies)	Not applicable W; H Not applicable W; H W; H Not applicable Not applicable W; H
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies)	W;H W;H W;H
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies include charges made for information routinely published.	W; H

They clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	
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<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>	Website – W Hard copy - H Viewing only – V
Curriculum circulars and statutory instruments	H
Disclosure logs	Not held – no disclosures requested
Asset register	V
Single Record	Not available for public viewing
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	V

<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 <i>Current information only</i>	Website – W Hard copy - H Viewing only – V
Extra-curricular activities	Not applicable
Out of school clubs	Not applicable
School publications	Not applicable
Services for which the school is entitled to recover a fee, together with those fees	W; H
Leaflets, books and newsletters	H

<b>Additional Information</b>	Website – W Hard copy - H Viewing only – V
No further information is published	

## 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:

**Chairman of Governors, c/o the Clerk to the Governors at The Wharf Nursery School**

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)