

# THE HEMEL HEMPSTEAD SCHOOL



<b>C36: PUBLICATION SCHEME</b>			
<b>Last reviewed</b>	<b>January 2014</b>	<b>Next review</b>	<b>January 2018</b>
<b>Approved by Governors Steering</b>		<b>Date 13<sup>th</sup> January 2014</b>	

## **This is The Hemel Hempstead 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 ICO would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible;
- it would be impractical or resource-intensive to prepare the material for routine release.

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 latest model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

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## 2. 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. Or you can visit our website at [www.hhs.herts.sch.uk](http://www.hhs.herts.sch.uk)

Email: [admin@hhs.herts.sch.uk](mailto:admin@hhs.herts.sch.uk)

Tel: 01442 390100

Fax: 01442 233706

Contact Address: The Hemel Hempstead School  
Heath Lane  
Hemel Hempstead  
Hertfordshire  
HP1 1TX

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you are looking for is not available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

## 3. 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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 4. 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.

## 4. Classes of Information Currently Published

<b>Class 1 - Who we are and what we do</b>	
<ul style="list-style-type: none"><li>• Instrument of Government</li><li>• School prospectus</li><li>• Governing Body</li><li>• School session times and term dates</li><li>• Location and contact information</li></ul>	On request Hard copy and/or website On request Hard copy and/or website Hard copy and/or website
<b>Class 2 - What we spend and how we spend it</b>	
<ul style="list-style-type: none"><li>• Annual budget plan and financial statements</li><li>• Capital funding</li><li>• Additional Funding</li><li>• Procurement and contracts</li><li>• Pay policy</li><li>• Staffing and grading structure</li><li>• Governors' allowances</li></ul>	On request On request On request On request On request On request On request

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<b>Class 3 - What our priorities are and how we are doing</b>	
<ul style="list-style-type: none"> <li>• Full OfSTED report</li> <li>• Performance management information</li> <li>• Schools future plans</li> <li>• Every Child Matters / child protection</li> </ul>	Website Website On request Web site (relevant policies (see section 5))
<b>Class 4 - How we make decisions</b> Decision-making processes and records of decisions. Current and previous three years as a minimum.	
<ul style="list-style-type: none"> <li>• Admissions policy / decisions</li> <li>• Minutes of meetings of the Governing body and its sub-committees</li> </ul>	Website On request
<b>Class 5 - Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	
<ul style="list-style-type: none"> <li>• School policies                             <ul style="list-style-type: none"> <li>- Academic</li> <li>- Management</li> <li>- Pastoral</li> </ul> </li> </ul>	Website Website Website
<b>Class 6 - Lists and registers</b> Currently maintained list and registers only.	
<ul style="list-style-type: none"> <li>• Curriculum circulars and statutory instruments</li> <li>• Disclosure logs</li> <li>• Asset register</li> <li>• Extra-curricular activities</li> <li>• School publications</li> <li>• Services for which the school is entitled to recover a fee, together with those fees</li> <li>• Leaflets, booklets and newsletters.</li> </ul>	On request On request On request Website / newsletter Website On request On request

**Information available on our website** [www.hhs.herts.sch.uk](http://www.hhs.herts.sch.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, require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher Mr P Harty.

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**

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Or

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**