

Haytor View Community Primary School and Nursery

Freedom of Information Act – Publication Scheme

Learning together – enjoying success – aiming high – celebrating difference – enriching community

INTRODUCTION

The freedom of Information Act 2000 requires 'public authorities' to allow public access to some of the information they hold. This includes schools. Haytor View is committed to openness and transparency in providing information to anyone who requests it. Some of the information we hold may not be made public for legal reasons – for example, personal information which is covered by the Data Protection Act.

Each school must have a publication scheme which explains:

- the classes of information which are published or can be requested
- how the information is published
- whether the information is free of charge or has to be paid for

This document gives details about the school's publication scheme which conforms with guidelines provided by the Information Commissioner's Office.

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.

THE SCHOOL'S VISION STATEMENT

The school aims to ensure that children are:

- ***learning together***
- ***enjoying success***
- ***aiming high***
- ***celebrating difference***
- ***enriching community***

The publication scheme is one of the ways of showing how we are pursuing and achieving these aims.

CLASSES OF INFORMATION

Information which we publish, have recently published or which we will publish in future can be grouped into the following classes:

- ***Who we are and what we do***
organisational information, locations and contacts, school 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 are we doing***
strategy and performance information, plans, assessments, inspections and reviews
- ***How we make decisions***
policy proposals and decisions, decision making processes, internal criteria and procedure, consultations
- ***Our policies and procedures***
include current written protocols for delivering our functions and responsibilities

- ***Lists and registers***
information held in registers required by law and others relating to the function of the school
- ***the services we offer***
advice and guidance, booklets and leaflets, transactions and media releases; a description of the services offered

HOW TO MAKE A REQUEST FOR INFORMATION

Anyone can make a Freedom of Information request.

Much of the information described above is published on the school's website and so it is worth looking there first. The website address is www.haytorview.devon.sch.uk

If the information you want is not on the website then you need to make a written request – this can be by letter, e-mail or fax. The school's postal address is:

Haytor View Community School

Queensway

Newton Abbot

TQ12 4BD

The e-mail address to use is admin@haytorview.devon.sch.uk

The school's fax number is 01626 203042

You can make an initial telephone enquiry but will need to follow it up with a written request. To help us process your request as quickly as possible, please clearly mark any correspondence 'PUBLICATION SCHEME REQUEST'.

If you're not sure whether the school has the information you want you can still ask.

HOW WE WILL RESPOND TO YOUR REQUEST

When a request is received, the school will let you know whether the information you want is available. If it cannot be made available we will explain why. If the school does not have the information you want we may be able to tell you where you can ask for it.

You will normally receive a response to your request within 20 school days.

PAYMENT FOR INFORMATION

The purpose of the publication scheme is to make the maximum of information available at minimum inconvenience and cost to the public. Material published on the school's website can be accessed free of charge. However, it may sometimes be necessary to charge for postage and any other costs directly incurred as a result of viewing information. There will normally be no charge for photocopying but we will advise you in advance if there will be. The school will confirm whether there will be any charge before providing the information and may ask for payment in advance.

FEEDBACK AND COMPLAINTS

The school welcomes any comments or suggestions about the publication scheme. It will be reviewed regularly by the school's Governing Body. If you are not satisfied with the assistance given by the school in response to a freedom of information request, you can contact the Information Commissioner at:

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
or phone helpline 0303 123 1113