

## Freedom of Information

Date ratified by the Governing Board	Nov 2019
Review date (by)	Nov 2021
Signed by Head Teacher	
Signed by Chair of Governors	

### The Hayfield Cross Promise

Our promise is to nurture and inspire children to be pioneers of their own futures. Our children will radiate positivity and have high aspirations for themselves and others.

Children will develop depth of learning through rich and exciting experiences and opportunities in and out of the classroom.

Guided by our Christian values, our children will develop a strong moral compass. Valuing and respecting others they will become individuals who contribute to our global community as citizens of modern Britain.

## **Hayfield Cross Church of England School Publication Scheme**

*Our full title and address for sending requests for any documents is:*

**Hayfield Cross Church of England School  
Hanwood Park Crescent, Kettering NN15 5FJ**

**Hayfield Cross is a Voluntary Aided Primary School**

*The person responsible for maintenance of this scheme is: The School Office*

### **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.

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

- **School Prospectus** - information published in the school prospectus.
- **Pupils & Curriculum** - information about policies that relate to pupils and the school curriculum.
- **School Policies** - information about policies that relate to the school in general.

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

You can request a copy of the information you want from the contact detailed below or visit our website at [hayfieldcross.org.uk](http://hayfieldcross.org.uk)

If the information you're looking for isn't available via the scheme you can still ask if we have it. You can contact the school in writing by email or letter.

Email: [bursar@hayfieldcross.org.uk](mailto:bursar@hayfieldcross.org.uk)

Contact Address:

School Office  
Hayfield Cross Church of England School  
Hanwood Park Crescent, Kettering NN15 5FJ

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST"** (in **bold CAPITALS**).

### **4. Paying for information**

Single copies of information covered by this publication scheme are provided free unless stated otherwise. 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 for a particular item this is indicated in the boxes in Section 5 by a £ sign following the description of the item.

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.]

### **5. Classes of Information Currently Published**

Guide to information available from Hayfield Cross Church of England School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1- Who we are and what we do</b>		
<ul style="list-style-type: none"> <li>The name of the school.</li> <li>The category of the school.</li> <li>The name of the Head Teacher</li> <li>The name of the Chair of the Governing Board.</li> <li>The Instrument of Government</li> <li>Who's who on the Governing Board and the basis of their appointment</li> <li>If the school has a religious character, a description of the ethos of the school.</li> <li>The date the instrument takes effect.</li> <li>Details of how to contact the Head Teacher and the Governors</li> </ul>	<p>All Website  <a href="http://hayfieldcross.org.uk">http://hayfieldcross.org.uk</a>            Except for the Instrument of Government -Hard copy            School office</p> <p>Contact can be made via the school office</p>	<p>Free</p> <p>10p per sheet</p>
Minutes from governors' board and committee meetings	Hard copy, school office	10p per sheet
School Prospectus	Website	Free
Staffing Structure	Hard Copy, School Office	
School Session times and term dates	Website	
<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	Hard copy School Office	
Current and previous financial year as a minimum Annual budget plan and financial statements		
Capitalised funding	Hard copy School Office	
Additional funding	Hard copy School Office	
Procurement and projects	Hard copy School Office	
Pay policy	Policy file School Office	
Staffing and grading structure	Hard copy School Office	
Governors' Allowances	Policy file School Office	
Pupil Premium information	Website	

<b>Class 3- What our priorities are and how we are doing</b> Strategies and plans, performance indicators audits, inspections and reviews Current information as a minimum		
<b>School profile</b> Government supplied performance data <ul style="list-style-type: none"> <li>• The latest Ofsted report</li> <li>• Summary</li> </ul>	Website	
<b>Teacher appraisal policy and procedures adopted by the Governing Board</b>	Policy file School Office	
<b>School's future plans (School Improvement Plan)</b>	School Office	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		
Admissions policy (not individual admissions decisions)	Policy file and website	
Agendas of meetings of the Governing Board and it's committees	Hard copy School office	10p per sheet
Minutes of meetings (as above) NB This will exclude information that is properly regarded as private to the meetings	Hard copy School office	10p per sheet

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 5</b> <b>Pupils &amp; Curriculum Statement</b> – Current written protocols and procedures for delivering our services and responsibilities Current information only	
<b>Pupil and curriculum policies including:</b>	
Curriculum Statement	Hard copy – policy file School Office Website
Sex Education Policy	Website
Special Educational Needs	Website
Collective Worship	Website

Pupil Discipline – Behaviour policy	Hard copy – policy file School Office Website
Accessibility	Part of the Special Educational Needs policy
Single Equality Duty	Hard copy – School Office

<b>School Policies</b> - This section gives access to information about policies that relate to the school in general.	
Charging and Remissions Policies	Policy file School Office
School Session Times	Website
Health and Safety Policy	Policy file School Office
Safeguarding/Child Protection Policy	Policy file School Office
Complaints procedure	Policy file School Office
Staff Appraisal	Policy file School Office
Staff Conduct, Discipline and Grievance	Policy file School Office
Data Protection Policy and Information request handling policy	Policy file School Office
Staff Recruitment and Selection	Policy file School Office
<b>Records Management and Personal Data Policies (See data protection policy above)</b> Information Security policy Records retention, destruction and archiving policies	Data Protection Policy – website and school office
<b>Charging Regimes and Policies</b> This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	
<b>Class 6 Lists and Registers</b> Currently maintained lists and registers only	Hard copy School Office
<b>Curriculum Circulars and Statutory Instruments</b>	Hard copy School Office
<b>Disclosure logs</b>	Hard copy School Office
<b>Asset register</b>	Hard copy School Office
<b>Any information the school is legally required to hold in publicly available register</b>	Hard copy School Office

<b>Class 7 – The service we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	
Extra-Curricular activities	Hard copy School Office
Out of School clubs	Hard copy School Office
School Publications	Hard copy School Office
Services for which the school is entitled to recover a fee, together with those fees	Hard copy School Office
Leaflets books and newsletters	Hard copy School Office
<b>Additional Information</b> <b>This will provide schools with the opportunity to publish information that is not itemised in the lists above</b>	

**6. GDPR** – Please refer to the GDPR and data protection policies for more information on how these may affect information that can be made available.

## **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 need to make a complaint then initially this should be addressed to

Head Teacher  
Hayfield Cross Church of England School  
Hanwood Park Crescent, Kettering NN15 5FJ

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 545 745**  
**E-mail: publications@ic-foi.demon.co.uk**

[\[1\]](#) Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.