



**Arlesdene**

Nursery School and Pre-school

**Freedom of Information  
Policy  
(Publication Scheme),  
May 2024**

**PUBLICATION SCHEME**  
**Arlesdene Nursery School and Pre-school**

**Policy Review**

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body May 2024

It is due for review May 2025

Signature ..... Date .....

Head Teacher

Signature ..... Date .....

Chair of Governors

**Version control**

<b>Date</b>	<b>Version</b>	<b>Changes</b>	<b>Approved by:</b>
20/05/2024	V1.0	New policy	Governing Body

## Publication Scheme

The Freedom of Information Act (2000) (FOI) requires all public authorities (including schools) to produce a Publication Scheme, setting out the types of information it will routinely make available to the public.

Arlesdene Nursery School and Pre-school has adopted the Model Publication Scheme for Schools approved by the Information Commissioner. The scheme commits our school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school 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 school 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.
- To publish any dataset<sup>1</sup> held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

## Classes of information

There are seven classes of information we hold:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

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.

---

<sup>1</sup> The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Charging

Requests for single documents will not usually incur a charge. However, if the request for information involves multiple or lengthy documents or documents across several time periods, or is for paper copies, the school may make a charge. In such circumstances, charges will be made in line with the charging schedule published at Appendix 2 and an estimate of the charges to be made will be given when we respond to the initial request.

We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450.

## Freedom of Information

If information is not available via the Publication Scheme, enquirers can still contact the school to ask if we have it. Under The Freedom of Information Act 2000 any person has a legal right to ask for access to information held by the school, and is entitled to be told whether the school holds the information and to receive a copy, subject to certain exemptions.

The school recognises its duty to provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act. Requests for information will be dealt with in accordance with the ICO's [Request for Handling Information flowchart](#)

Requests for personally identifiable data is treated under GDPR as a Subject Access Request (SAR) and should be dealt with in accordance with the GDPR. Individuals can request to see what information the school holds about them. This is known as a Subject Access Request and must be dealt with accordingly. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

## Monitoring

The Governing Body will review the Publication Scheme annually.

## Appendix 1: Arlesdene Nursery School and Pre-school's Publication Scheme

If you require a copy of any of the documents within the Publication Scheme, please contact the school office or email [admin@arlesdene.herts.sch.uk](mailto:admin@arlesdene.herts.sch.uk). Wherever possible, documentation will be delivered electronically by email.

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) This will be current information only	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Contact the school office
Contact details for the Headteacher and for the governing body, via the school	Website
School Prospectus	Not applicable – all information on the school website
Staffing structure	Contact the school office
School session times and term dates	Website
Address of school and contact details, including email address.	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) Current and previous financial year	
Annual budget plan and financial statements	Contact the school office
Capital funding	Contact the school office
Financial audit reports	Contact the school office
Procurement, contracts and projects the school has entered into	Contact the school office
Pay policy	Contact the school office
Staff allowances and expenses	Contact the school office
Staffing, pay and grading structure	Contact the school office
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Policy on website; for other information contact the school office

Information to be published.	How the information can be obtained
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information	
Performance data supplied to the English Government	Contact the school office
The latest Ofsted report	Website
Post-inspection action plan	Contact the school office
Performance management policy and procedures adopted by the governing body.	Contact the school office
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Contact the school office
Safeguarding and child protection policies	Website
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years.	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Contact the school office
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>● Information security policies</li> <li>● Records retention, destruction and archive policies</li> <li>● Data protection (including information sharing policies)</li> </ul>	Website
Charging regimes and policies.	Website
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum circulars and statutory instruments	Contact the school office
Disclosure logs	Contact the school office
Asset register	Contact the school office
Any information the school is currently legally required to hold in publicly available registers	Contact the school office

**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	Website
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	Charging policy on school website
School publications, leaflets and newsletters	Website

## Appendix 2: Schedule of Charges

Although in general there will be no charge for the information we provide, if the request is for actual paper copies and more than one document is requested or the request is for information from multiple years (and the information is not published on our website), the school may make a charge at the rate of £20 per hour based on time taken to collate the information for electronic delivery or for the making of hard copies. If a charge is to be applied, you will be informed of this when we respond to your initial request.

Hard copy, postal and other additional charges are listed below:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)*	Actual cost of copies plus cost of paper
	Photocopying/printing @ 3p per sheet (colour)*	Actual cost of copies plus cost of paper
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)