



Freedom of Information Publication Scheme 2022-2024

1. Introduction: what a publication scheme is and why it has been developed

This publication scheme sets out our high-level commitment to proactively publishing information. This scheme commits Hermitage Primary School 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 school.

This scheme commits Hermitage Primary 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.

2. Classes of information

2.1 Who we are and what we do.

The following documents can be made available from the school:

- Instrument of Government
- School Prospectus
- Website
- Names of board of governors
- Terms of reference for governing body committees
- School session and term dates
- Staffing list
- Location and contact information

Hermitage Primary School

Belmont Road

Uxbridge

UB81RB

Tel:- 01895 234871

Headteacher:- Ms E D'Souza

Joint Chair of Governors:- Mr Mark Richards and Ms Sonali Samani

2.2 What we spend and how we spend it.

- Annual budget plan and financial statements
- Three year financial plan
- Capital funding allocations and spending
- School fund statements
- Procurement and contracts
- Staff Pay policy
- Finance policy

2.3 What our priorities are and how we are doing.

- Latest Ofsted report
- Staff Appraisal policy
- School Improvement plan
- Attendance
- Progress and attainment for our Pupil Premium pupils
- Child Protection policy
- SEND / Inclusion policy
- Health and safety inspection reports

2.4 How we make decisions.

- Admissions policy
- Minutes of Governing body and sub-committee meetings (part A only)

2.5 Our policies and procedures.

- **School policies**
 - Accessibility plan
 - Anti-Bullying and Racism
 - Attendance and Punctuality
 - Behaviour and Discipline
 - Behaviour Principles Statement
 - Charging and remissions
 - Child Protection and safeguarding
 - Complaints procedure
 - Data Protection
 - Privacy Notices
 - Educational Visits
 - Exceptional Leave of Absence
 - Finance
 - Freedom of information
 - Governors allowances
 - Health and safety
 - Home-School Agreement
 - Internet Safety
 - Lettings
 - Managing attendance of staff
 - Nursery admissions
 - School uniform
 - Relationship, Sex and Health Education
 - Staff discipline, conduct and grievance
 - Supporting pupils with medical needs
 - Teachers appraisal

Teachers pay

2.6 Lists and registers.

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register
- Any information the school is currently legally required to hold in publicly available registers

2.7 The services we offer.

- After school club each week day night until 6pm
- Breakfast club
- Out of school extra-curricular clubs
- Half termly curriculum information power-points
- New pupil and parent meetings
- Termly Parents evenings
- Fortnightly emails specific to safeguarding and wellbeing
- Termly newsletters (whole school)

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.

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

Hermitage 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 the school, information will be provided on our 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, we 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 the school is legally required to translate any information, we 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.

4. 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 school 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.

5. Written requests

Information held by the school 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.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at www.hermitageprimary.org.uk

Email: office@HermitagePrimary.org.uk

Tel: 01895 234871

Contact Address:

Hermitage Primary School
Belmont road
Uxbridge
UB8 1RB

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

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

Signed: _____ (Joint Chair of governors)

Date: _____

Review date: March 2024 _____