



**Freedom of Information Act 2000
Publication Scheme**

DATE APPROVED: 24th June 2015

APPROVED BY: Full Governing Body

DATE TO BE REVIEWED: 17th March 2022

Freedom of Information Act 2000 Publication Scheme

1. Objectives

Under the Freedom of Information Act 2000 (FOIA) the school must make certain information about the school publically available. The purpose of this document is to define:

- a) what information is available
- b) where it can be found
- c) whether it is available free of charge or on payment of a small fee to cover costs.

Some information in our publication scheme is available on our public website to download. All information is available on request in paper form from the school office.

Some information that we hold may not be made public, for example personal information covered by the Data Protection Act and information relating to safeguarding children.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Responsibilities

The governing body is responsible for maintenance of this scheme, which will be reviewed every two years.

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school office.

Email: office@nap-walt.bucks.sch.uk

Tel: 01494 562813

Contact Address: Naphill and Walters Ash School. Kilnwood, Walters Ash, High Wycombe, Buckinghamshire, HP14 4UL

If the information you're looking for is not available via the scheme and is not on our website, you can still contact the school to find out whether it is available.

4. Paying for information

We do not normally charge for information, however if your request means that we would incur a large cost we will let you know this before fulfilling your request.

5. Schedule of Information

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	On request from School Office	NIL
Who's who on the governing body	On request from School Office	NIL
Instrument of Government	On request from School Office	NIL
Contact details for the Head teacher	School web site	NIL
Contact details for the Governing Body	On request from School Office	NIL
School prospectus	School web site	NIL
Staffing structure	On request from School Office	NIL
School session times and term dates	School web site	NIL
Class 2 - What we spend and how we spend it		
Annual budget plan and financial statements	On request from School Office	NIL
Capitalised funding	On request from School Office	NIL
Additional funding	On request from School Office	NIL
Procurement and projects	On request from School Office	NIL
Pay policy	On request from School Office	NIL
Staffing and grading structure	On request from School Office	NIL
Governors' allowances	On request from School Office	NIL
Class 3 – What our priorities are and how we are doing		
Government supplied performance data	Link from school web site	NIL
The latest Ofsted report	Link from school web site	NIL
School Development Plan	On request from School Office	NIL
Every Child Matters – policies and procedures	On request from School Office	NIL
Class 4 – How we make decisions		
Admissions policy	Lnk from school web site	NIL
Agendas of meetings of the governing body	On request from School Office	NIL

Minutes of meetings of the governing body	On request from School Office	NIL
Class 5 – Our policies and procedures		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity policies • Staff recruitment policies 	School web site On request from School Office School web site On request from School Office On request from School Office On request from School Office School web site School web site On request from School Office	NIL NIL NIL NIL NIL NIL NIL NIL NIL
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Collective worship • Behaviour Policy 	Parent mail form every September School web site School web site School web site School web site School web site	NIL NIL NIL NIL NIL NIL NIL
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Procedures Manual Financial Procedures Manual Bucks CC web site	NIL NIL NIL
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Parent mail	NIL
Disclosure logs	School Office	NIL
Asset register	On request from School Office	NIL
Class 7 – The services we offer		
Extra-curricular activities	On request from School Office	NIL
Out of school clubs	Link from school web site	NIL

School publications	Parentmail	NIL
Services for which the school is entitled to recover a fee.	Charging Policy (school office)	NIL
Parents newsletters and circulars	Parentmail	NIL

6. Contact details:

Naphill & Walter’s Ash School, Kilnwood, Walter’s Ash, Buckinghamshire HP14 4UL.

Telephone: 01494562813

Email: office@nap-walt.bucks.sch.uk

7. Schedule of Charges

In the event that we need to make a charge to cover out costs the following schedule of charges will be used:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 25p per sheet (colour)	Actual cost
	Labour @ £8 per hour	
	Postage	Actual cost of Royal Mail standard 2 nd class

8. 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 wish to make a complaint then initially this should be addressed to The Chair of Governors, Naphill and Walters Ash School, Kilnwood, Walters ash, High Wycombe, Buckinghamshire HP14 4UL.

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 545 700
E Mail: publications@ic-foi.demon.co.uk.
Website : www.informationcommissioner.gov.uk

Approval

Approved at the full governing body meeting held on 24th June 2015 Minute G863.

Date for review: 18th March 2022

Committee Responsible: Full governing body