

Leathersellers' Federation of Schools Prendergast Hilly Fields College Publication Scheme

This is Prendergast Hilly Fields College Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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 to view in school. Some information which we hold may not be made public, for example personal information.

2. Aims and Objectives

The school aims to:

- enable every child to fulfill their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we are pursuing these aims.

3. 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 6 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.
- *Governors documents* – information on the 'school profile' and in governing body minutes of meetings.
- *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
- *School Policies and other information related to the school* - information about policies that relate to the school in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter or you can visit our website at www.hillyfieldscollege.lewisham.sch.uk Contact details are set out below.

Email: admin@hillyfieldscollege.lewisham.sch.uk

Tel: 0208 690 3710

Fax: 0208 690 3155

Contact Address: Prendergast Hilly Fields College
Hilly Fields
Adelaide Avenue
London SE4 1LE

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.

5. Paying for information

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.

The fees for providing copies of the documentation are worked out on a scale basis as shown below.

No. of Pages	Copying fee
1- 49	£5
50 – 99	£10
100+	£20

Single copies of information covered by this publication scheme are provided free unless stated otherwise in section 6. 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 we will let you know the cost before fulfilling your request.

6. Classes of Information Currently Published

Who we are and what we do – organisational information, structures, locations and contacts.

Class	Description
Instrument of Governance	<ul style="list-style-type: none">➤ The name of the school➤ The category of the school➤ The name and constitution of the governing body
School Prospectus	The contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion): <ul style="list-style-type: none">➤ The name, address and telephone number of the school, and the

	<p>type of school.</p> <ul style="list-style-type: none"> ➤ School session times. ➤ The names of the Executive Head Teacher, Head Teacher and a list of the Governing Body. ➤ Information on the school policy on admissions ➤ A statement of the school's ethos and values ➤ Information about the curriculum and the governing body's policy on pupils with special educational needs (SEN). ➤ A description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan
Governing Body	Names and contact details for governors and the basis on which they have been appointed.
School session times and term dates	Details of school session times, term dates, holidays and inset days.
Location & contact information	The address, telephone number and website for the school together with the names of key personnel.

What we spend and how we spend it – financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

Annual budget plan and financial statements	Details of the schools' budget distributed by the local authority and the school's annual income and expenditure returns.
Capital Funding	Details of the capital funding allocated to the school together with information on related building projects and other capital projects.
Additional Funding	Details of any income generation schemes and other sources of funding.
Procurement and contracts	<ul style="list-style-type: none"> ➤ Details for procedures used for the acquisition of goods and services. ➤ Details of contracts that have gone through a formal tendering process.
Pay Policy	<ul style="list-style-type: none"> ➤ The statement of the school's policy and procedures regarding teachers' pay. ➤ Details of the staffing and grading structure. ➤ Policy regarding Governors' allowances.

What our priorities are and how we are doing – strategies and plans, performance indicators, audits, inspections and reviews.

School Profile	<ul style="list-style-type: none"> ➤ Government supplied performance data ➤ Summary of the latest Ofsted report ➤ Narrative sections describing successes during the year, areas of improvement, efforts to meet the individual needs of every child, pupils' health, safety and support, post-Ofsted action plan and links with parents and the community.
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Performance Management Information	<ul style="list-style-type: none"> ➤ Performance management policy and procedures adopted by the governing body.
Schools future plans	<ul style="list-style-type: none"> ➤ Any major proposals for the future of the school i.e. consultation or a change in school status.
Every Child Matters / Child protection	<ul style="list-style-type: none"> ➤ The contribution of the school to the five Every Child Matters outcomes. ➤ The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

How we make decisions – decision making processes and records of decisions.

Admissions policy / decisions	<ul style="list-style-type: none"> ➤ The schools' admissions arrangements and procedures together with information about the right to appeal. ➤ Application numbers and the criteria on which applications were successful.
Minutes of meetings of the Governing body and its sub-committees	<ul style="list-style-type: none"> ➤ Minutes, agenda's and papers considered at meetings with the exception of information that is properly considered to be private to the meeting.

Our policies and procedures – current written protocols, policies and procedures for delivering our services and responsibilities.

Class	Description
School Policies	School policies and procedures together with information related to the school such as; <ul style="list-style-type: none"> ➤ Charging and remissions ➤ Health & Safety and Risk Assessments ➤ Complaints Procedure ➤ Staff Code of Conduct ➤ Discipline & Grievance ➤ Pay ➤ Staffing structure implementation plan ➤ Requests for Information
Pupil & Curriculum Policies	<ul style="list-style-type: none"> ➤ Home School Agreement ➤ Curriculum ➤ Sex Education ➤ Special Educational Needs ➤ Accessibility Plan ➤ Race Equality ➤ Collective Worship ➤ Child Protection ➤ Pupil Discipline ➤ Careers Education (Key Stage 4 pupils)

Records Management & Personal Data Policies	<ul style="list-style-type: none"> ➤ Information Security ➤ Records retention (including destruction & archive policy) ➤ Data protection (including data sharing)
Equality & Diversity	Policies, schemes, statements, procedures and guidelines relating to equal opportunities
Policies and procedures for the recruitment of staff	If vacancies are advertised as part of the recruitment policies, details of current vacancies will be readily available.
Charging regimes and policies	<ul style="list-style-type: none"> ➤ Details of any statutory charging regimes. ➤ Charging policies including charges made for information routinely published.

Lists and Registers

Curriculum circulars and statutory instruments	Statutory regulations, departmental circulars and administrative memoranda sent to the Head Teacher / Governing Body concerning the curriculum.
Disclosure Logs	Details of information provided in response to requests.
Asset Register	Details of capital assets within the school

**Approved by Governing Body 29th March 2011*