

## Freedom of Information Scheme

This publication scheme commits Essendine 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the 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;
- specify the information which is held by the school and falls within the classifications below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- 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;
- review and update on a regular basis the information the school makes available under this scheme;
- produce a schedule of any fees charged for access to information which is made proactively available;
- make this publication scheme available to the public.

### Scheme

Classes of information published	How information can be obtained	Charge
<b>Who we are and what we do</b>		
Vision and Aims, school staff and structure, location, contacts, term times, school session times, admission criteria	<a href="http://www.essendineprimary.co.uk">www.essendineprimary.co.uk</a>	No charge
Governing body: names, register of business interest, committee membership, attendance to meetings	<a href="http://www.essendineprimary.co.uk">www.essendineprimary.co.uk</a>	No charge
<b>What we spend and how we spend it</b>		
Income and expenditure	<a href="http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=101116">http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=101116</a> Hard copy	No charge
Pupil Premium Grant strategy	<a href="https://www.essendineprimary.co.uk/policies">https://www.essendineprimary.co.uk/policies</a> Hard copy	No charge
PE and Sports Grant strategy	<a href="https://www.essendineprimary.co.uk/policies">https://www.essendineprimary.co.uk/policies</a> Hard copy	No charge

<b>Classes of information published</b>	<b>How information can be obtained</b>	<b>Charge</b>
Procurement and contracts	Hard copy	Schedule of charges
Pay Policy	Hard copy	Schedule of charges
Governors' allowances – details of allowances and expenses that can be claimed	Hard copy	Schedule of charges
<b>What our priorities are and how we are doing</b>		
Ofsted Inspection Report, performance data, Key Stage 2 results	<a href="https://www.essendineprimary.co.uk/achievements">https://www.essendineprimary.co.uk/achievements</a> Hard copy	No charge
School Development Plan	Hard Copy	No charge
<b>Policies and procedures</b>		
Accessibility Plan Charging and Remissions Policy Data Protection Policy E-Safety Policy Health and Safety Policy Safeguarding and Child Protection Policy SEND Policy Administration of Medication School Food Policy Pupil Premium Policy Sports Premium Policy Freedom of Information Policy Complaints Policy Parents Privacy Policy Behaviour Policy SEND Local Offer	<a href="https://www.essendineprimary.co.uk/policies">https://www.essendineprimary.co.uk/policies</a> Hard copy	No charge
	<a href="https://www.essendineprimary.co.uk/policies">https://www.essendineprimary.co.uk/policies</a> Hard copy	No charge
<b>Lists and Registers</b>		
Asset Register	Hard copy	schedule of charges
<b>The Services we Offer</b>		
Extra-curricular activities and after school clubs	<a href="https://www.essendineprimary.co.uk/clubs">https://www.essendineprimary.co.uk/clubs</a>	No charge

Classes of information published	How information can be obtained	Charge
Newsletters, leaflets, guides	<a href="https://www.essendineprimary.co.uk/newsletters">https://www.essendineprimary.co.uk/newsletters</a>	

The classes of information will **not** 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.

### **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 the Hallfield website will be provided free of charge.

Schedule of charges:

Type of charge	Description and actual costs
Disbursement cost	Photocopy/printing: <ul style="list-style-type: none"> <li>• Black and White @20p per sheet</li> <li>• Colour@50p per sheet</li> </ul> Postage and Packaging (as charged by Royal Mail standard 2 <sup>nd</sup> class)
Statutory Fee	In accordance with relevant legislation

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.

### **Written Requests**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below. Most documents are available from our website at [www.essendine.co.uk](http://www.essendine.co.uk)

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.

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

Email: [office@essendine.org.uk](mailto:office@essendine.org.uk)

Tel: 0207 641 4382

Address: Essendine Road, Maida Vale, W9 2LR