

Fortismere School

Publication Scheme FOI

Date Adopted: Monday, 14 March 2011

Signed by Chair of Governors: Jules Mason

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Contents

	Page No.
Introduction: What a Publication Scheme is and why it has been developed	3
Aims	3
Categories of information published	3
How to request information	4
Paying for information	4
Feedback and complaints	4
Freedom of information	5-7

This is Fortismere School's 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

- 1.1 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.
- 1.2 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
- 1.3 The scheme covers information already published and information, which is to be published in the future. All information in our publication scheme is available in paper form.
- 1.4 Some information, which we hold, may not be made public, for example personal information.
- 1.5 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2 AIMS

- 2.1 The school aims to:
 - Enable every child to fulfil 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
- 2.2 This publication scheme is a means of showing how we are pursuing these aims.

3 CATEGORIES OF INFORMATION PUBLISHED

- 3.1 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'.
- 3.2 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 published in Governing Body documents
 - 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

- 4.1 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:

Contact Name: Ms Patricia Donohue

Email: office@fortismere.org.uk

Website: www.fortismere.haringey.sch.uk

Tel: 0208 365 4400

Fax: 0208 444 7822

Contact Address: Fortismere School, Tetherdown, Muswell Hill, London N10 1NE

- 4.2 To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please).
- 4.3 If the information you’re looking for isn’t available via the scheme you can still contact the school to ask if we have it.

5 PAYING FOR INFORMATION

- 5.1 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.
- 5.2 Single copies of information covered by this publication are provided free unless stated otherwise.

If your request means that we have to do a lot of photocopying or printing, e.g. 10 copies, or pay a large postage charge, or your request is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

6 FEEDBACK AND COMPLAINTS

- 6.1 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 PA to the Headteacher, Fortismere School, Tetherdown, Muswell Hill, London N10 1NE.

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

Helpline: 01625 545 700

Website: www.ico.gov.uk

Annex A

**Freedom of information
Information available from Fortismere School:**

Class 1 - Who are we and what do we do

Organisational information, structures, locations and contacts.

Information held	How the information can be obtained	
	<i>hard copy</i>	<i>website</i>
School session times and term dates		/
Contact details for the Head teacher and for the governing body		/
Who's who on the governing body and the basis of their appointment		/
Instrument of government	/	
School prospectus		/
Who's who in the school – staff list		/

Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year.

Information held	How the information can be obtained	
	<i>hard copy</i>	<i>website</i>
Annual budget plan and financial statement	/	
Capitalised funding	/	
Additional funding	/	
Procurement and projects	/	
Pay policy	/	

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Information held	How the information can be obtained	
	<i>hard copy</i>	<i>website</i>
Government supplied performance data		/
The latest Ofsted report		/
Performance Management policy	/	
Schools future plans	/	

Class 4 – How we make decisions

Decision making processes and records of decisions for the current and/or previous three years.

Information held	How the information can be obtained	
	<i>hard copy</i>	<i>website</i>
Agendas of meetings of the governing body and its sub-committees	/	
Minutes of meetings(as above) – this will exclude information that is properly regarded as private to the meetings	/	

Class 5 – Our policies and procedure

Current written protocols, policies and procedures for delivering our services and responsibilities.

Information held	How the information can be obtained	
	<i>hard copy</i>	<i>website</i>
School policies including:		
Charging and remissions	/	
Health and safety	/	
Complaints		/
Staff conduct	/	
Discipline and grievance	/	
Equal opportunities	/	
Pupil and curriculum policies including:		
Home/School agreement		/
Curriculum	/	
Sex education		/
Special educational needs		/
Accessibility	/	

Race equality	/	
Collective worship		/
Careers education (Key stage 4)	/	
Behaviour		/
Records managements and personal data including:		
Records retention, destruction and archive	/	
Destruction and archive	/	
Data protection (including data sharing)	/	
Policies and procedures for the recruitment of staff:		/
Details of current vacancies		
Charging regimes and policies:		
Lettings	/	

Class 6 - Lists and registers (current)

Currently maintained lists and registers only.

Information held	How the information can be obtained	
	<i>hard copy</i>	<i>website</i>
Asset register	/	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	/	

Class 7 – The service we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.

Information held	How the information can be obtained	
	<i>hard copy</i>	<i>website</i>
Extra-curricular activities		/
Out of school clubs		/
School publications		/
Services for which the school is entitled to recover a fee, together with those fees	/	
Leaflets, books and newsletters		/

Schedule of charges

Individual costing for hard copies can be obtained from the school. This describes how the charges have been arrived at:

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying 3p per A4 sheet (black and white)	Actual cost *
	Photocopying 20p per A4 sheet (colour)	Actual cost *

* the actual cost incurred by the public authority