



Parkside Community Primary School

Head teacher: Charles Soyka

Chair of Governors: Laura Trigwell

Freedom of Information Scheme

Last reviewed: November 2023

Date of next review: November 2026

Parkside School are committed to making information about its operation and organisation generally available to the public, either through published documents (including those published on the school website), or upon request.

In accordance with the Freedom of Information Act 2000, Parkside School is required to have an approved Publication Scheme. Parkside School has adopted the Model Publication Scheme prepared and approved by the Information Commissioner, see Appendix 1.

The Model Publication Scheme may be adopted without modification by any public authority without further approval and will be valid until further notice.

In addition to the Model Publication Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the Scheme. This information can be found in the Schedule of Available Information, see Appendix 2.

HOW TO ACCESS INFORMATION

Parkside School will make available the information it holds whether or not listed in the Publication Scheme unless the information is identified as not being available under one of the exemptions provided for by the legislation.

Requests for information must be made in writing, by email or letter, to Parkside School, and should include the enquirers name and correspondence address, state what information is required and marked 'Publication Scheme Request':

By Email: admin@parkside.herts.sch.uk

By Letter: Parkside Community Primary School
Aycliffe Road
Borehamwood
Hertfordshire
WD6 4EP

COMPLAINTS

If you are unhappy with the response you receive to your request, you should contact the Parkside School by email or letter at the address given above.

If you are unhappy with the response to your complaint, you may ask the Parkside School to carry out an internal review by writing to the Chair of Governors at the address given above. Your complaint or request for an internal review should be made within 40 days of the receipt of the original response and Parkside School will reply within 20 working days of receipt.

If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Information Commissioners Office. Their contact information can be found on their website <http://www.ico.gov.uk>

FURTHER INFORMATION

More information about the Freedom of Information Act is available on the Information Commissioner's Office website at: <http://www.ico.gov.uk>

APPENDIX 1: PUBLICATION SCHEME

This Publication Scheme commits Parkside 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 set out below, where this information is held by Parkside School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme commits Parkside School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Parkside School and falls within the classifications below.
- To specify the information which is held by Parkside 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 Parkside 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.

The Information we provide falls into the following categories:

CLASS 1 - Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

CLASS 2 - What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

CLASS 3 - What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

CLASS 4 - How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

CLASS 5 - Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

CLASS - 6 Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of Parkside School.

CLASS 7 - The services we offer.

Information about the services Parkside School provides including leaflets, guidance, and newsletters.

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.

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

Parkside School 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 Parkside School, information will be provided on the school website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, Parkside School will indicate how information can be obtained by other means and provide it by those means - see Appendix 2 Schedule of Available Information.

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 Parkside School are legally required to translate any information, this will be done. 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.

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 Parkside 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.

Written Requests

Information held by Parkside 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.

8. Classes of Information Currently Published

Class 1 - Who we are and what we do	How the information can be obtained	Cost
Who's who in school	Website	Free
Who's who on the Governing Body	Website	Free
School session times and term dates	Website	Free
School Prospectus	Website	Free
Instrument of Government	Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
Staffing structure	Website	Free
Address of school and contact details, including email address.	Website	Free
Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.	How the information can be obtained	Cost
Annual budget plan and financial statements Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.	On Application	TBC
Capital funding Details of the capital funding allocated to the school together with information on related building projects and other capital projects.	On Application	TBC
Additional Funding Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.)	On Application	TBC
Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	On Application	TBC
Pay policy The statement of the school's policy and procedures regarding teachers' pay.	On Application	TBC
Staffing and grading structure	On Application	TBC
Governors' allowances Details of allowances and expenses that can be claimed or incurred.	On Application	TBC
Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum	How the information can be obtained	Cost
School profile - Government-supplied performance data - Summary of latest Ofsted report	Website	Free
Performance management information Appraisal policy and procedures adopted by the governing body.	On Application	TBC
Schools future plans Plan for school improvement	On Application	TBC
Safeguarding and child protection The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place.	Website	Free
Class 4 - How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.	How the information can be obtained	Cost
Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published	Website	Free

Minutes of meetings of the Governing body and its sub-committees Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting	On Application	TBC
Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	How the information can be obtained	Cost
School policies	Website	Free
Pupil and Curriculum policies	Website	Free
Data protection polices	Website	Free
Charging policy	Website	Free
Class 6 - Lists and registers Currently maintained list and registers only.	How the information can be obtained	Cost
Disclosure logs	On Application	TBC
Asset register	On Application	TBC
Curriculum circulars and statutory instruments	On Application	TBC
Any information the School is legally required to hold in publicly available registers.	On Application	TBC
Class 7 – The services we offer Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	How the information can be obtained	Cost
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications	Website	Free
Services for which the school is entitled to recover a fee, together with those fees eg. Hirings	On Application	Free
Newsletters.	Website	Free

Our website is at www.parkside.herts.sch.uk