



Publication Scheme on information available under the Freedom of Information Act 2000

This policy was reviewed:	April 2018
The policy will next be reviewed:	April 2020
Committee responsibility for this policy:	Achievement & Families Committee
Statutory Policy?	Yes



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

The scheme commits an authority:

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

To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

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'.

The classes of information that we undertake to make available are organised into seven broad topic areas:

Who we are and what we do.

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

What we spend and how we spend it.

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

What our priorities are and how we are doing.

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

How we make decisions.

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

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

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



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The Services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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

The authority 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 a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

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 an authority is legally required to translate any information, it will do so.

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 the authority 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.



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The schedule of charges in the following table identifies the agreed cost.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying / Printing @ 1p per sheet (black and white)	Actual cost to school
	Photocopying / Printing @ 3p per sheet (colour)	Actual cost to school
	Postage	Actual cost of Royal Mail standard 2 nd class
	Fax	Actual cost of fax dependant on location.

Responsibilities

Hampton Primary Partnership has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teachers. Complaints regarding the use of this policy should be directed to the Governing Body.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the relevant school by telephone, email, fax or letter. Contact details are set out below.

Carlisle Infant School

Tel: 020 8979 2770

Email: info@carlisle.richmond.sch.uk

Contact Address: Broad Lane, Hampton, Middx TW12 3AJ

Hampton Hill Junior School

Tel: 020 8979 3019

Email: info@hamptonhill.richmond.sch.uk

Contact Address: St. James's Avenue, Hampton Hill, Middx TW12 1HW

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered.



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Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Who's who in the school	Carlisle Infant School: http://www.carlisleinfantschool.co.uk/SchoolStaff Hampton Hill Junior School: http://www.hamptonhill.richmond.sch.uk/SchoolStaff Please contact the relevant school office for hard copies	Website access - free Hard copies - 1p/Sheet black and white 3p/ sheet colour
Who's who on the governing body / board of governors and the basis of their appointment	Carlisle & Hampton Hill Federation http://www.carlisleandhamptonhillfed.richmond.sch.uk/GoverningBoard Please contact the relevant school office for hard copies	Website access - free Hard copies - 1p/Sheet black and white 3p/ sheet colour
Instrument of Government / Articles of Association	Please contact the relevant school office for a hard copy	
Contact details for the Head of School and for the governing body, via the school (named contacts where possible).	Head of School, Carlisle Infant School: Karen Allum Email: info@carlisle.richmond.sch.uk Tel: 020 8979 2770 Head of School, Hampton Hill Junior School: Alan Went Email: info@hamptonhill.richmond.sch.uk Tel: 020 8979 3019	



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	Chair of Governors for Carlisle & Hampton Hill Federation: Alison de Lord info@hamptonhill.richmond.sch.uk	
Welcome pack	Carlisle & Hampton Hill Federation http://www.carlisleandhamptonhillfed.richmond.sch.uk Please contact the school office for a hard copy.	Website access - free Initial hard copy is free £2 charge for additional copies
Staffing structure	Carlisle Infant School: http://www.carlisleinfantschool.co.uk/SchoolStaff Hampton Hill Junior School: http://www.hamptonhill.richmond.sch.uk/SchoolStaff	Website access - free Hard copies - 1p/Sheet black and white 3p/ sheet colour
School session times and term dates	Carlisle Infant School: http://www.carlisleinfantschool.co.uk/termdates Hampton Hill Junior School: http://www.hamptonhill.richmond.sch.uk/page/TermDates Please contact the relevant school office for hard copies.	Website access - free Hard copies - 1p/Sheet black and white 3p/ sheet colour
Address of school and contact details, including email address.	Carlisle Infant School: http://www.carlisleinfantschool.co.uk/ Hampton Hill Junior School: http://www.hamptonhill.richmond.sch.uk/	Website access - free



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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)	(hard copy and/or website)	
Current and previous financial year to be available as a minimum		
Annual budget plan and financial statements	Hardcopy (within Governors minutes): Please contact the relevant school office or School Business Manager for hard copies	Hard copies - 1p/Sheet black and white 3p/ sheet colour
Capital funding	Hardcopy (within Governors minutes): Please contact the relevant school office or School Business Manager for hard copies	Hard copies - 1p/Sheet black and white 3p/ sheet colour
Financial audit reports	Hardcopy (within Governors minutes): Please contact the relevant school office or School Business Manager for hard copies	Hard copies - 1p/Sheet black and white 3p/ sheet colour
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hardcopy (within Governors minutes): Please contact the relevant school office or School Business Manager for hard copies	Hard copies - 1p/Sheet black and white 3p/ sheet colour
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hardcopy (within Governors minutes): Please contact the relevant school office for hard copies	Hard copies - 1p/Sheet black and white 3p/ sheet colour
Pay policy	Please contact the relevant school office for hard copies	Hard copies - 1p/Sheet black and white 3p/ sheet colour
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Please contact the relevant school office or School Business Manager for hard copies	Hard copies - 1p/Sheet black and white 3p/ sheet colour



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Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Please contact the relevant school office or the Clerk to Governors for hard copies	Hard copies 1p/Sheet black and white 3p/ sheet colour
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
School profile, including: <ul style="list-style-type: none">• Performance data supplied to the English government or a direct link to the data• The latest Ofsted / Education and Training Inspectorate report• Post-inspection action plan	Carlisle & Hampton Hill Federation http://www.carlisleandhamptonhillfed.richmond.sch.uk Please contact the relevant school office for hard copies. OfSTED website: http://reports.ofsted.gov.uk/	Website access - free Hard copies - 1p/Sheet black and white 3p/ sheet colour
Performance management policy and procedures adopted by the governing body.	Please contact the relevant school office for hard copies.	Hard copies - 1p/Sheet black and white 3p/ sheet colour
Performance data or a direct link to it	Carlisle Infant School: https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/102883 Hampton Hill Junior School: https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/102886 Please contact the relevant school office for hard copies	Website access - free Hard copies - 1p/Sheet black and white 3p/ sheet colour



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The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Carlisle & Hampton Hill Federation http://www.carlisleandhamptonhillfed.richmond.sch.uk Please contact the relevant school office for hard copies	Website access - free Hard copies - 1p/Sheet black and white 3p/ sheet colour
Safeguarding and child protection	Carlisle & Hampton Hill Federation http://www.carlisleandhamptonhillfed.richmond.sch.uk/Improvement Plan & Policies Please contact the relevant school office for hard copies	Website access - free Hard copies - 1p/Sheet black and white 3p/ sheet colour
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Carlisle Infant School: http://www.carlisleinfantschool.co.uk/Admissions Hampton Hill Junior School: http://www.hamptonhill.richmond.sch.uk/page/Admissions	Website access - free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Please contact the relevant school office for hard copies	Hard copies - 1p/Sheet black and white 3p/ sheet colour
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities – statutory information as a minimum)	Hard copy or website	



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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)	Please contact the relevant school office for hard copies	Hard copies - 1p/Sheet black and white 3p/ sheet colour
Charging regimes and policies. (including details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated)	Carlisle & Hampton Hill Federation: http://www.carlisleandhamptonhillfed.richmond.sch.uk/Policies Please contact the relevant school office for hard copies	Website access - free Hard copies - 1p/Sheet black and white 3p/ sheet colour
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Carlisle Infant School: http://www.carlisleinfantschool.co.uk/Curriculum Hampton Hill Junior School: http://www.hamptonhill.richmond.sch.uk/Curriculum Please contact the relevant school office for hard copies	Website access - free Hard copies - 1p/Sheet black and white 3p/ sheet colour
Asset register	Please contact the relevant school office or School Business Manager for hard copies	Hard copies - 1p/Sheet black and white 3p/ sheet colour
Any information the school is currently legally required to hold in publicly available registers	Please contact the relevant school office or School Business Manager for hard copies	Hard copies - 1p/Sheet black and white 3p/ sheet colour
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	



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(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Extra-curricular activities	Carlisle Infant School: http://www.carlisleinfantschool.co.uk/ExtraCurricularProvision Hampton Hill Junior School: http://www.hamptonhill.richmond.sch.uk/ExtraCurricularProvision Please contact the relevant school office for hard copies	Website access - free
Out of school clubs	Carlisle Infant School: http://www.carlisleinfantschool.co.uk/ExtraCurricularProvision Hampton Hill Junior School: http://www.hamptonhill.richmond.sch.uk/ExtraCurricularProvision Please contact the relevant school office for hard copies	Website access - free
Services for which the school is entitled to recover a fee, together with those fees	Please contact the relevant school office for hard copies of the Lettings Policy and Scale of Charges	Hard copies - 1p/Sheet black and white 3p/ sheet colour
School publications, leaflets, books and newsletters	Carlisle Infant School: http://www.carlisleinfantschool.co.uk/Letters Hampton Hill Junior School: http://www.hamptonhill.richmond.sch.uk/Letters	Website access - free