



HYDE PARK JUNIOR SCHOOL

PUBLICATION SCHEME

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| Accepted by Full Governing Body on: 24 th March 2014 | For review by Full Governing Body on: March 2017 |
| Signed: Zoe Masters | |
| Chair of Governors | |

Hyde Park Junior School is responsible for the maintenance of this scheme.

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 available in paper form on request. Some information which we hold may not be made public, for example personal information. This publication scheme confirms to the model scheme of publication approved by the Information Commissioner.

Categories of information published.

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

- School Prospectus – information published in the school prospectus; available on the school website and in hard copy
- Learners & the Curriculum – information about policies that relate to pupils and the school curriculum; communicated on our website
- Governors Policies and other information related to the schools; communicated on our website.

How to view this information.

All of the information listed above is available to view on our website – www.hydeparkjuniorschool.co.uk

Alternatively you can contact the school office for more information:

Hyde Park Junior School

Mutley

Plymouth

PL3 4RH

E-mail: hyde.park.junior.school@plymouth.gov.uk

Tel: 01752 225314

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**.

Paying for information.

Single copies of information covered by this publication are provided free. 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 or videos, we will let you know the cost before fulfilling your request.

Feedback and Complaints

We welcome any comments or suggestions you may have about this 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 The Headteacher at the above address.

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 FOIA 2000 and that deals with formal complaints. They can be contacted at: **Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF** or

Enquiry/Information Line: 01625 545700

E-mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk