Camp School Freedom of Information Publication Scheme

Approved by Governing Body: March 2025 Next review: March 2028

This is Camp Primary and Nursery 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

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 either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats.

2. How to request information

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. For those documents marked [web], you can visit our website at http://www.camp.herts.sch.uk/.

Email: admin@camp.herts.sch.uk Tel:

01727 851056
Fax: 01727 855959
Address: Camp Primary and Nursery School, Camp Road, St Albans, AL1 5PG

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

If the information you're looking for isn't available via the scheme or our website, you can still contact the school to ask if we have it.

3. Paying for information

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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 4. 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. Where there may be a charge this will be indicated by a £ sign in the description box.

4. Classes of information Currently Published

Publication	Description
Class 1 - Who we are and what we do Organisational information, structures and contacts. This will be current information only.	
School prospectus	An overview of the school, its curriculum, ethos and approach including information on facilities, school session times, policy on pupils with special educational needs (SEN), policy relating to disabled pupils, and advice for parents *(available on the website)*.
Instrument of Government	The name and category of the school and the constitution of its Governing Body.
Committee Terms of Reference	The terms of reference under which sub-committees of the Governing Body operate.
Governing Body	The names of governors and the basis on which they have been appointed. All governors can be contacted via the school.
School session times and term dates	Dates of school terms and holidays are shown in the calendar of events on the school website.
Staffing structure	The current staffing structure is contained in the School Development Plan (see below).
Class 2 - What we spend and how we spend it Financial information about current and previous two financial years.	
Annual budget plan and financial statements	Details of the budget distributed by the Local Authority (including capital funding) and the school's annual income and expenditure returns.
Financial procedures	Details of procedures used for the financial management of the school including acquisition of goods and services: • Schedule of Financial Delegation • Financial Procedures Manual [£] • Asset Disposal Policy • Debt Recovery Policy

Publication	Description
Contracts register	Details of contracts that have gone through a formal tendering process.
Governors' expenses	• Governors Expenses Policy
Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.	
School Development Plan	Details of the school's plans for improvement including current staffing structure [£]
Asset Management Plan	Details of the school's plans for improvement and maintenance of the school premises and equipment.
Class 4 - How we make decisions Decision-making processes and records of decisions for current and previous three years.	
Admissions	The school's admission arrangements are managed by Hertfordshire County Council. Nursery admission arrangements are managed by the school and a document defines this process. This can be found at: https://www.camp.herts.sch.uk/admissions/
Minutes of meetings of the Governing Body and its sub-committees	Minutes, agendas and papers considered at such meetings once published, with the exception of information that is properly considered to be private to the meeting. [£]
Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	
Personnel and employment	• Safer Recruitment Policy • Staff Pay and Performance Appraisal Policy • Code of Conduct for Employees in School • Disciplinary Procedure (Staff) • Grievance Procedure • Harassment and Bullying Policy and Guidance • Health and Attendance Policy • Leave of Absence Policy • Unpaid Leave Policy • Time in Lieu Policy • Whistleblowing Policy

Publication	Description
Pupils and curriculum	• Positive Behaviour Policy (*web) • Attendance Policy (*web) • Behaviour and Anti-Bullying Policy (*web) • Teaching for Learning Policy • Assessment and Marking Policy • Collective Worship Policy • Sex and Relationship Education Policy • eSafety and Data Security Policy • Home-School Agreement (*web) • Homework Policy • Homework guidance for parents (*web) • How to complain – notes for parents (*web)
Data protection (GDPR)	• Pupil Privacy Notice (*web) • Parent Privacy Notice (*web) • Staff Privacy Notice • Data Protection Policy (*web)
Equality and diversity	• Single Equalities Policy (*web) • Special Educational Needs Policy • Children Looked After Policy
Welfare, Health and Safety	• Health and Safety Policy [£] • Child Protection Policy • E-Safety notes for parents (*web) • Intimate Care Policy • Off Site Visits Policy
Charges	• Charging Policy • Lettings Policy
Class 6 - Lists and registers Currently maintained list and registers only	
Curriculum circulars and statutory instruments	Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum. [£]
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Extra-curricular activities	website

Out of school clubs	website
School newsletters	website

(*web) = *Documents available on our website (www.camp.herts.sch.uk) [£] = Documents for which there will be a charge*

5. Feedback and Complaints

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 the Head Teacher.

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

Enquiry/Information Line: 0303 123 1113

E Mail: Please use enquiry form at: http://www.ico.org.uk/global/contact-us

Website: www.ico.gov.uk