



# Publication Scheme Policy

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## Version Control

The table below shows the history of the document and the changes that were made at each version:

Date agreed	Summary of changes
3 <sup>rd</sup> March 2026	Updates references to Governing 'Board' throughout; increases threshold for cumulative expenditure disclosure to £30,000 in section 4.; updates references to 'students' throughout; increases charges in section 5. and updates name of committee in Policy Consultation & Review.
22 <sup>nd</sup> November 2022	Added sections 1, 2 and 3; updated Publication Scheme and Schedule of Charges.
2017	N/A

## 1. Policy Aim

1.1. The purpose of this policy is to ensure **Hampstead School** complies with Section 19 of the Freedom of Information Act 2000 which requires schools to adopt and maintain a publication scheme and to proactively publish information in accordance with that scheme.

## **2. Policy Statement**

2.1. We will ensure that:

- we take a proactive and positive approach towards information rights
- we publish a significant amount of routine information about the school on our website, which contains our Publication Scheme
- we will meet our obligations under the Equality Act 2010 and any other legislation to provide information in other forms and formats, but information will be provided in the language in which it is held

## **3. Publication Scheme Principles**

3.1. The Publication Scheme is a document which specifies:

- the classes of information which we already publish or intend to publish
- the manner in which the information will be published
- whether or not there is any charge for the information.

3.2. The Information Commissioner's Office has produced both a model publication scheme and guidance for schools which makes provision for, but is not limited to the classes of information listed in the schedule below.

3.3. Our publication scheme can be found on the school website at [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk) and we will make the relevant information that comes under the publication scheme classifications available on our website unless:

- we do not hold it
- it is to be withheld under a Freedom of Information Act 2000 (FOIA) exemption or Environmental Information Regulations 2004 (EIR) exception; or its release is prohibited under another statute
- the information is archived, out of date or otherwise inaccessible
- it would be impractical or resource-intensive to prepare the material for routine release
- it is hard copies of documents which can be obtained from the school.

3.4. The Governing Board has overall responsibility for the maintenance of this scheme which will be reviewed annually and following guidance from the Information Commissioner's Office. Updated information will be placed on the publication scheme as soon as it is amended/approved.

3.5. We will not charge for information listed on the Publication Scheme except where specifically indicated.

3.6. In exceptional circumstances some information may be available only by viewing in person. Where this is the case, contact details will be provided and an appointment to view the information will be arranged within a reasonable timescale.

## 4. School Publication Scheme

Information to be published	How the information can be obtained	Cost
<b><u>Who we are and what we do</u></b>		
Organisational information, structures, locations and contacts	Hard copy and/or website	Refer to schedule of charges for hard copy
'Who's who' in the school/location and contact information	Website	N/A
'Who's who' on the Governing Board and the basis of their appointment	Website	N/A
Instrument of Government/Articles of Association	Hard copy	Refer to schedule of charges
School prospectus	Hard copy and/or website	Refer to schedule of charges for hard copy
Staffing structure	Hard copy and/or website	Refer to schedule of charges for hard copy
School session times and term dates	Website	N/A
<b><u>What we spend and how we spend it</u></b>		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	Hard copy and/or website	Refer to schedule of charges for hard copy
Annual budget plan and financial statements	Hard copy	Refer to schedule of charges
Capital funding	Hard copy	Refer to schedule of charges
Financial audit reports	Hard copy	Refer to schedule of charges
Details on cumulative expenditure with suppliers over £30,000 per year	Hard copy	Refer to schedule of charges
Procurement and contracts	Hard copy	Refer to schedule of charges
Pay policy	Hard copy	Refer to schedule of charges
Staff allowances and expenses	In Pay Policy	N/A
Staff pay and grading structure	In Pay Policy	N/A
Governors' allowances	Website	N/A
<b><u>What our priorities are and how we are doing</u></b>		
Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy and/or website	Refer to schedule of charges for hard copy
School profile	Website	N/A
Performance management policy and procedures adopted by the Governing Board	Hard copy	Refer to schedule of charges
School's future plans	Website, if applicable	N/A
Safeguarding and child protection	Website	N/A
<b><u>How we make decisions</u></b>		

Decision making processes and records of decisions	Hard copy and/or website	Refer to schedule of charges for hard copy
Admissions policy/decisions	Hard copy and/or website	Refer to schedule of charges for hard copy
Minutes of meetings of the Governing Board and its committees	Website	N/A
<b><u>Our policies and procedures</u></b>		
Current written protocols, policies and procedures for delivering school services and responsibilities	Hard copy and/or website	Refer to schedule of charges for hard copy
School policies	Hard copy and/or website	Refer to schedule of charges for hard copy
Student and curriculum policies	Website	N/A
Records management and personal data policies	Hard copy	Refer to schedule of charges
Equality and diversity (including equal opportunities) policies	Website	N/A
Policies and procedures for the recruitment of staff	Hard copy and/or website	Refer to schedule of charges for hard copy
Charging regimes and policies	Website	N/A
<b><u>Lists and Registers</u></b>		
Curriculum circulars and statutory instruments	Hard copy and/or website	Refer to schedule of charges for hard copy
Disclosure logs	Available for inspection by appropriate person	N/A
Asset register	Available for inspection by appropriate person	N/A
Any information the school is currently legally required to hold in publicly available registers	Available for inspection by appropriate person	N/A
<b><u>The services we offer</u></b>		
Information about the services the school offers including leaflets, guidance and newsletters produced for the public and businesses	Hard copy and/or website	Refer to schedule of charges
Extra-curricular activities	Website	N/A
Out of school clubs	Website	N/A
Services for which the school is entitled to recover a fee, together with those fees	Website	N/A
School publications, leaflets books and newsletters	Website	N/A

## 5. Schedule of Charges

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. Charges may be made for actual disbursements incurred such as photocopying, postage and packaging and the costs directly incurred as a result of viewing information.

Description of charge	Basis of charge
Photocopying/printing @15p per A4 printed side black & white Photocopying/printing @25p per A3 printed side (black & white)	Paper, time, printing
Photocopying/printing @30p per A4 printed side (colour) Photocopying/printing @55p per A3 printed side (colour)	Paper, time, printing
Postage	Actual cost of Royal Mail standard 2nd class or cost of secure delivery

## Policy Consultation & Review

This policy is available on our school website and available on request from the Administration Office.

This policy was last reviewed and agreed by the Site, Finance & Personnel Committee on 3<sup>rd</sup> March 2026. This policy will be reviewed on an annual basis. It is due to be reviewed again in the academic year 2026-27.