



**Abel Smith**  
**School** Established  
1861

Abel Smith School  
Churchfields, Greencoates, Hertford  
Hertfordshire. SG13 8AE  
Tel: 01992 583 244  
admin@abelsmith.herts.sch.uk

Headteacher: Mrs G. H. Langan

---

# Freedom of Information Policy

Author: Mrs Gillian Langan (Head Teacher)  
Date: 19<sup>th</sup> December 2016

---

## Not Confidential



---

**This is Abel Smith Schools 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**

This policy supports the aim of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is to be clear and proactive about the information Abel Smith will make public.

The school will make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

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.

This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online.

**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.

Email: **admin@abelsmith.herts.sch.uk**

Tel: 01992 583244

Contact Address: **Churchfields, Greencoates, Hertford SG13 8AE**

Website: <http://www.abelsmith.herts.sch.uk/>

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme, 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 is a charge this will be indicated by a £ sign in the description box.

#### 4. Classes of Information Currently Published

<b><u>Information to be published</u></b>	<b><u>How the information can be obtained</u></b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Website
<ul style="list-style-type: none"> <li>• <b>Instrument of Government</b>                The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.</li> </ul>	Hard copy
<ul style="list-style-type: none"> <li>• <b>School prospectus</b>                The statutory contents of the school prospectus, as follows:               <ul style="list-style-type: none"> <li>- information about the implementation of the governing body's policy on pupils with special educational needs (SEN).</li> <li>- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.</li> </ul> </li> </ul>	Website
<ul style="list-style-type: none"> <li>• <b>Termly Governor Newsletter</b></li> </ul>	Website
<ul style="list-style-type: none"> <li>• <b>Governing Body</b></li> </ul>	Website
<ul style="list-style-type: none"> <li>• <b>School session times and term dates</b></li> </ul>	Website
<ul style="list-style-type: none"> <li>• <b>Location and contact information</b></li> </ul>	Website
<b>Class 2 - What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.	
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b></li> </ul>	Hard copy
<ul style="list-style-type: none"> <li>• <b>Capital funding</b></li> </ul>	Hard copy
<ul style="list-style-type: none"> <li>• <b>Additional Funding</b></li> </ul>	Hard copy
<ul style="list-style-type: none"> <li>• <b>Procurement and contracts</b></li> </ul>	Hard copy
<ul style="list-style-type: none"> <li>• <b>Pay policy</b></li> </ul>	Hard copy

<u>Information to be published</u>	<u>How the information can be obtained</u>
<ul style="list-style-type: none"> <li>• <b>Staffing and roles and responsibilities</b></li> <li>• <b>Governors' allowances</b></li> </ul>	<p>Website.</p> <p>Hard copy</p>
<p><b>Class 3 - What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum</p>	
<ul style="list-style-type: none"> <li>• <b>School profile</b> <ul style="list-style-type: none"> <li>- Government-supplied performance data</li> <li>- Ofsted report</li> </ul> </li> <li>• <b>Performance management information</b></li> <li>• <b>Child protection Policy</b></li> </ul>	<p>Website</p> <p>Hard copy</p> <p>Website</p>
<p><b>Class 4 - How we make decisions</b> Decision-making processes and records of decisions. Current and previous three years as a minimum.</p>	
<ul style="list-style-type: none"> <li>• <b>Admissions policy / decisions</b></li> <li>• <b>Minutes of meetings of the Governing body and its sub-committees</b></li> </ul>	<p>Website</p> <p>Hard copy</p>
<p><b>Class 5 - Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities.</p>	
<ul style="list-style-type: none"> <li>• <b>School policies</b></li> <li>• <b>Pupil and Curriculum policies</b></li> <li>• <b>Equality and diversity</b></li> <li>• <b>Charging regimes and policies</b></li> </ul>	<p>Website or hard copy</p>
<p><b>Class 6 - Lists and registers</b> Currently maintained list and registers only.</p>	
<ul style="list-style-type: none"> <li>• <b>Curriculum Information</b></li> <li>• <b>Disclosure logs</b></li> <li>• <b>Asset register</b></li> </ul>	<p>Website</p> <p>Hard copy</p> <p>Hard copy</p>

<u><b>Information to be published</b></u>	<u><b>How the information can be obtained</b></u>
<b>The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	
<ul style="list-style-type: none"> <li>• <b>Extra-curricular activities</b></li> <li>• <b>Out of school clubs</b></li> <li>• <b>School publications</b></li> <li>• <b>Newsletters.</b></li> </ul>	Hard copy Website Hard copy Website

## 7. 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 Chair of Governors.