

HAMPDEN GURNEY

Church of England Primary School

Nutford Place London W1H 5HA
Tel 020 7641 4195/4193 FAX 020 7641 5468
Headteacher: Mrs E Chua, B. Ed. M. Mus



Hampden Gurney CofE Primary School

Freedom of information policy

Draft Sept 2014

This is the 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 to be published in the future. All information in our publication scheme is either available for you on our website www.hampdengurneyschool.org.uk to download and print off or available in paper form.

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

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

2. Aims and Objectives

We offer a stimulating, happy and safe learning environment, underpinned by our Christian ethos, for pupils to achieve and become responsible citizens.

Hampden Gurney School is a community based on Christian teaching in which priority is given to prayer and worship, equality of opportunity, mutual respect and service to others. We provide a challenging learning experience within the confines of the National Curriculum. Hampden Gurney is committed to helping all pupils achieve their personal best and to become responsible members of society.

We aim to provide:

- A foundation of Christian teachings and values.
- The highest possible achievements by each pupil in our multi-cultural society.
- A positive partnership with the parents and wider community.
- A happy, safe and stimulating environment.
- A broad, balanced, relevant and differentiated curriculum.

This publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

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'. These are contained in section 6 of this scheme.

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

- 1) **Class 1** – Who we are and what we do including the curriculum we teach to, resources we use, organisational information, structures, locations and contacts)
- 2) **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)
- 3) **Class 3** – What are our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)
- 4) **Class 4** – How we make decisions (decision making processes and records of decisions)
- 5) **Class 5** – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)
- 6) **Class 6** - Lists and Registers
- 7) **Class 7** - The services we offer.

A large proportion of this information is available for viewing or downloads via our website:

www.hampdengurney.co.uk

4. How to request information

If you require a paper version of any documents, please contact the school by email, fax or letter. Some information may already be available on our website. No fee will be asked for this request for information.

Email: office@hampdengurney.co.uk

Phone: 020 7641 4195

Fax: 020 7641 5468

Contact Address:

Office

Hampden Gurney CofE School

Nutford Place

London

W1H 5HA

To help us process your request quickly, please clearly mark any correspondence "REQUEST FOR INFORMATION" (in CAPITALS please) and indicate the information you require.

Please note: Under our safeguarding and child protection policy, the Headteacher and Governing Body have the right to refuse requests for information that could create a child protection issue.

5. Paying for information

Information published on our website, www.hampdengurneyschool.org.uk, is free, although you may incur costs from your Internet service provider. Single copies of information covered by this publication are also provided free of charge.

6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. The school has 20 days to respond to any request for information.

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

Contact Address: Mrs Chua
Hampden Gurney CE Primary
Nutford Place
London
W1H 5HA

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: Freedom of Information Policy Page 7 of 9
Information Commissioner, Wycliffe House, Water Lane, Wilmslow,
Cheshire, SK9 5AF
or

Enquiry/Information Line: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk.
Website: www.informationcommissioner.gov.uk