

Dulwich Hamlet Educational Trust



**Freedom of Information Policy
and Publication Scheme**

Dulwich Hamlet Educational Trust on behalf of Dulwich Hamlet Junior School and Belham Primary School Freedom of Information Publication Scheme

1. Introduction: what a ‘publication scheme’ is and why it has been developed

The Board of Trustees (DHET) is responsible for ensuring that the schools comply with the Freedom of Information Act 2000 (FOIA). One of the aims of the FOIA is that public authorities, including all maintained schools, and academies should be clear and proactive about the information they will make public.

To do this DHET has adopted and maintains a publication scheme, setting out:

- *The types 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 almost always via the school websites: Dulwich Hamlet Junior School and The Belham Primary School.

Some information which 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

The aims of Dulwich Hamlet Educational Trust:

‘To provide schools at the heart of the community offering outstanding learning within a glittering curriculum where everyone matters’

Specifically for the Belham Primary School:

- To spread the best and ‘Outstanding’ practice of the Hamlet to a new group of primary learners in the Peckham community, where there is clear evidence of a shortage of primary places
- To raise expectations of what is possible to achieve in terms of attainment and progress in a socially diverse inner London borough
- To use our unique and innovative approach to learning to create schools at the heart of the local community that they serves.

3. Categories of information published

The publication scheme is a guide 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 – Who we are and what we do*
- 2 – What we spend and how we spend it*
- 3 – What are priorities are and how we are doing*
- 4 – How we make decisions*
- 5 – Our policies and procedures*
- 6 - Lists and registers*
- 7 – The services we offer*

4. How to request information

If a paper version of any of the documents within the scheme is required and it is not possible to acquire this information electronically, the enquirer should contact the school by telephone, email, fax or letter, stating their name and correspondence address, and describe the information requested. Contact details of The School Business Manager are set out below.

Email: sroberts23.210@lgflmail.org

Tel: Dulwich Hamlet Junior School **020 7525 9188/9**

Tel: The Belham Primary School **020 8353 4290**

To assist in processing requests quickly, correspondence should be marked "**PUBLICATION SCHEME REQUEST**". Requests should be dealt with within 20 days (excluding school holidays).

If the requested information is not available via the scheme, the requestor should be directed to submit a general request for information.

5. Paying for information

If the request requires considerable photocopying or printing, or large postage charges, we will let you know the cost before fulfilling the request.

1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	DHJS and Belham websites
Who's who in the school	DHJS and Belham websites Belham website
Who's who on the Board, the local governing bodies and the basis of their appointment	DHJS and Belham websites
Funding Agreements (links) Articles of Association (links)	DHJS and Belham websites
Contact details for the Head teacher and for the Chair of Governors with email address	DHJS and Belham websites
School prospectus (if used)	DHJS and Belham websites
School session times and term dates	DHJS and Belham websites

2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Annual budget plan including capitalised funding, and additional funding	Companies House – link on DHJS website School Office
Current and previous financial year	
Pay policy including staff grade structure	Via SBM

3 –Our priorities and how we are doing School Development Plan	DHJS and Belham websites
Performance data including Data Dashboard	DHJS and Belham websites
The latest Ofsted report - Summary - Full report	
4 – How we make decisions Minutes of FGB and Board NB this will exclude information that is properly regarded as private to the meetings.	DHJS and Belham websites
Admissions policy and admissions related information including how to appeal	DHJS and Belham websites

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	DHJS and Belham websites
School policies including: <ul style="list-style-type: none"> Charging and remissions policy 	DHJS and Belham websites

<ul style="list-style-type: none"> • Health and Safety • Complaints procedure • Staff Handbook which includes most personnel policies • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equalities Policy • Anti-corruption and Anti - bribery policy 	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Curriculum • Safeguarding • Sex education • Inclusion • Accessibility • Behaviour 	DHJS and Belham websites
<p>Records management and personal data policies and procedures, including:</p> <ul style="list-style-type: none"> • Information security • Records retention destruction and archiving • Data protection (including information sharing policies) 	DHJS and Belham websites
<p>Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	DHJS and Belham websites

6 Lists and Registers	SBM
Currently maintained lists and registers only	
Disclosure logs?	
Asset register	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	
7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public Current information only	Web site

Note that charges will apply where documents are printed, photocopied or posted