



Parmiter's School

Publication Scheme

The Academy Trust is responsible for the 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 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we 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 that is to be published in the future. All information in our publication scheme is either available on our website to download and print off or available in paper form.

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

The information is listed in 7 classes, as follows:

Class 1 - Who we are and what we do

Class 2 - What we spend and how we spend it

Class 3 - What our priorities are and how we are doing

Class 4 - How we make decisions

Class 5 - Our policies and procedures

Class 6 - Lists and Registers

Class 7 - The services we offer

This publication scheme conforms to the [Model Publication Scheme](#) for schools approved by the Information Commissioner.

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, or letter. Contact details are set out below or you can visit our website at www.parmiters.herts.sch.uk

- Email: admin@parmiters.herts.sch.uk
- Tel: 01923 671424

Contact Address:
Parmiter's School
High Elms Lane
Watford
Herts
WD25 0UU

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

If the information you are looking for is not available via the scheme and is not on 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 and available to download.

Single copies of information covered by this publication are provided free unless stated otherwise below. 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. 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, if you require further assistance or wish to make a complaint, this should be addressed to the Headteacher or the Data Protection Officer,
DPO@parmiters.herts.sch.uk

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's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

or

Enquiry/Information Line: 01625 545 745

Website : www.ico.org.uk

Class 1**Who we are and what we do**

For example: Organisational information, staffing structures, locations and contacts. This will be current information only.

Information to be published	How to get a copy	Cost
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Website	Free
Contact details for the Headteacher and for the governing body	Website	Free
School prospectus	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free

Class 2**What we spend and how we spend it**

For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.
Current and previous financial year as a minimum

Information to be published	How to get a copy	Cost
Annual budget plan and financial statements	Website Hard copy	
Capitalised funding	Hard copy	
Additional funding	Hard copy	
Pay policy	Website	Free

Class 3**What our priorities are and how we are doing**

For example: Strategies and plans, performance indicators, audits, inspections and reviews).
Current information as a minimum

Information to be published	How to get a copy	Cost
<i>School profile:</i> Government supplied performance data The latest Ofsted report:- Summary and Full report	Website	Free
Performance management policy and procedures adopted by the governing body.	Website	Free
Schools future plans/School Improvement Plan	Hard copy	

Class 4**How we make decisions**

For example: Decision making processes and records of decisions. Current and previous three years as a minimum

Information to be published	How to get a copy	Cost
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the governing body and its sub-committees	Hard copy	
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard copy	

Class 5**Our policies and procedures**

For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only

Information to be published	How to get a copy	Cost
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<i>School policies including:</i> <ul style="list-style-type: none"> ● Charging and remissions policy ● Health and Safety ● Complaints procedure ● Staff conduct policy Discipline and grievance policies ● Information request handling policy ● Equality and diversity (including equal opportunities) policies ● Staff recruitment policies 	Website Hard copy	Free
<i>Pupil and curriculum policies, including:</i> <ul style="list-style-type: none"> ● Home-school agreement ● Curriculum ● Sex education ● Special educational needs ● Accessibility ● Race equality ● Collective worship ● Pupil discipline 	Website Hard copy	Free
<i>Records management and personal data policies, including:</i> <ul style="list-style-type: none"> ● Information security policies ● Records retention destruction and archive policies ● Data protection (including information sharing policies) 	Website Hard copy	

Class 6 Lists and Registers For example: Currently maintained lists and registers only		
Information to be published	How to get a copy	Cost
Asset register/Inventory	Hard copy	

Class 7 The services we offer For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only		
Information to be published	How to get a copy	Cost
Extra-curricular activities	Website	Free
Leaflets books and newsletters	Website	Free

Previous Freedom of Information (Fol) Requests

To assist in any future Fol requests and to increase transparency Parmiter’s School will publish all requests received from 1 January 2024. Please check the list below to see whether your question/request has already been answered.

Date	Nature of request	Download