



## **This is Hazeldene 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**

One of the aims of the Freedom of Information Act 2000 (which is referred to a 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 which is to be published in the future. All information in our publication scheme is available in paper form.

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 school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and 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 five broad topic areas:  
*School Prospectus* – information published in the school prospectus.

*Governors’ Documents* – information published in the Annual School Profile and in other documents.

*Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.

*School Policies and other information related to the school* – information about policies that relate to the school in general.

*Information direct to parents & information that is exempt from disclosure* – lists attached

#### **4. 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: [office@hazeldeneschool.gov.uk](mailto:office@hazeldeneschool.gov.uk)

Tel: **01234 300100**

Fax: **01234 300102**

Contact Address: **Stancliffe Road, Bedford MK41 9AT**

Web Site: [www.hazeldeneschool.co.uk/index.htm](http://www.hazeldeneschool.co.uk/index.htm)

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

If the information you are looking is not available via the scheme you can still contact the school to ask if we have it.

#### **5. Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet cafe.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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.

Signed..... Date .....

**SECTION 6**

**HAZELDENE SCHOOL**

**PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER  
THE  
FREEDOM OF INFORMATION ACT 2000**

<b>AVAILABLE TO ALL</b>	<b>ONLY AVAILABLE TO PARENT/GUARDIAN OF NAMED PUPIL</b>
Web Site	Yellow record of concern forms in file
Curriculum Booklets/Information – Termly	Annual Pupil Reports
Newsletters	EHCP
Letters	Record of behaviour on SIMs
Curriculum Planning	Reading record

Risk assessments	Homework diary
Generic E-mails	Named E-mails