



Freedom of Information Policy

Publication Scheme on information available
under the Freedom of Information Act 2000

Review date: September 2023

Next review: September 2025

Introduction:

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 nursery 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 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 model scheme for schools approved by the Information Commissioner.

Aims and Objectives

Hirst Wood Nursery School aims to

- To provide a range of high quality, well resourced, inclusive, accessible and integrated services that will make a difference and improve outcomes for young children under 5 years and their families .
- Be transparent and make information easily available and accessible

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 three broad topics areas:

- Governors Documents – information published in the Governors Annual Report and in other Governing Body documents.
- Children and families – information about policies that relate to children and their families.
- Maintained Nursery School Policies - information about policies that relate to the maintained nursery school in general.

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, or letter.

Email: office@hirstwoodnsc.co.uk

Tel: 01274 584368

Contact Address: Hirst Wood Nursery School, Clarence Road, Saltaire, Shipley, BD18 4NJ

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.

5. Paying for Information

Single copies of information covered by this publication are provided free. 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.