

GOLDFIELD INFANTS' AND NURSERY SCHOOL



PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION ACT

Committee	Learning Matters
Next Review	Summer 2026
Duration	3 years

This is Goldfield Infants' and Nursery School Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this scheme.

1. 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 schools, should be clear and proactive about the information they will make public.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available on the schools website. 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 are:

Developing successful learners who enjoy learning, have a range of skills and competencies which enable them to make progress and achieve to their potential

Developing confident individuals with good personal skills, who are resilient, have high self-esteem, drive and a determination to succeed, and are able to live safe, healthy and fulfilling lives.

Developing responsible citizens who have positive attitudes, good social skills, respect for others and make a positive contribution to society.

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 four broad topic areas:

School Prospectus - information published in the school prospectus, available online at www.goldfield.herts.sch.uk

Students & Curriculum - information about policies that relate to students and the

school curriculum.

School Policies and other information related to the school - information about policies that relate to the 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, fax or letter. Contact details are set out below, **or you can visit our website at www.goldfield.herts.sch.uk**

Email: admin@goldfield.herts.sch.uk

Tel: 01442 823551

Contact Address:

Goldfield Infants' and Nursery School
Christchurch Road
Tring
Herts
HP23 4EE

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

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

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't 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.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class Description

School Prospectus

The statutory contents of the school prospectus are as follows:

information about the implementation of the Governing Body's policy on students with special educational needs (SEN) and any changes to the policy during the last year a description of the arrangements for the admission of students with disabilities;

- details of steps to prevent disabled students being treated less favourably than other students;
- details of existing facilities to assist access to the school by students with disabilities;
- the accessibility plan covering future policies for increasing access by those with disabilities to the school

Other information relating to the Governing Body-

Instrument of Governance

- The name of the school
- The category of the school
- The name of the Governing Body
- The manner in which the Governing Body is constituted
- The term of office of each category of governor if less than 4 years
- The name of anybody entitled to appoint any category of governor
- Details of any trust
- If the school has a religious character, a description of the ethos
- The date the instrument takes effect

Minutes of the Governing Body and its committees

Agreed minutes of meetings of the Governing Body and its committees meetings of current and last full academic school year will be displayed in the the School and available on request for parents.

Students & Curriculum Policies –

This section gives access to information about policies that relate to students and the school curriculum.

These policies can be found on the school website

7. 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 or if you require further assistance or wish to make a complaint then initially this should be addressed to:

The Headteacher, Goldfield Infants' and Nursery School, Christchurch Road, Tring, Herts HP23 4EE

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 SAP

or

Enquiry/information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk