

FREEDOM OF INFORMATION MODEL PUBLICATION SCHEME

**HATFIELD PEVEREL INFANT AND NURSERY
SCHOOL**



Inspiring a Love of Learning

**THIS IS A LIVE DOCUMENT AND WILL BE UPDATED IN LINE
WITH ANY CHANGES**

Freedom of Information Publication Scheme

Date of Last Review: April 2026

Class 1 – Who we are and what we do Organisational information, structures, locations and contacts	
Information to be published	Location
Instrument of Government or Articles of Association	Hard copy – available on request- contact school
School Prospectus	https://hatfieldpeverel.essex.sch.uk/school-prospectus/
An outline of the school curriculum	https://hatfieldpeverel.essex.sch.uk/curriculum/yearly-overview/
Trust Board / Governing Body Overview The names of the governors, the basis on which they have been appointed and details of how to contact them via the school.	https://hatfieldpeverel.essex.sch.uk/about-us/governing-body/
Information About & Duties of the Trustees/Governors Publish information on your Trust Board / Governing Body in accordance with the relevant statutory guidance.	https://hatfieldpeverel.essex.sch.uk/about-us/governing-body/
Gender Pay Gap Reporting Publish this data annually if you have a headcount of 250 staff or more. See the Government's guidance to find out what information you need to publish.	N/A
School Session Times	https://hatfieldpeverel.essex.sch.uk/key-information/school-opening-times/
School Term Dates Publish details of school term and holiday dates.	https://hatfieldpeverel.essex.sch.uk/key-information/term-dates/
Location and Contact Information Publish the address, phone number, email and website address of the school, together with the names of key personnel. Also provide the names and positions of all staff and how they may be contacted via the school.	https://hatfieldpeverel.essex.sch.uk/contact-details/

Class 2 – What We Spend and How We Spend It

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit

Information to be published	Location
Annual Budget Plan and Financial Statements Provide details of the sources of funding and income you receive by a local authority, directly by central government or from elsewhere, including the private sector. Plus, the annual budget plan and your annual income and expenditure returns.	https://hatfieldpeverel.essex.sch.uk/about-us/finance/
Expenditures Provide details of items of expenditure over £5,000, including costs, supplier and transaction information. Publish this at least annually or, if practical for you to do so, on a quarterly or 6 monthly interval.	Hard copy – available on request- contact school
Capital Funding Provide information on major plans for capital expenditure, details of the capital funding allocated to you together with information on relevant building projects and other capital projects. Include any private finance initiative and public/private partnership contracts.	Hard copy – available on request- contact school
Financial Audit Reports	Hard copy – available on request- contact school
Procurement & Contracts Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.	Hard copy – available on request- contact school
Staff Allowances & Expenses Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories. Produce this information in line with your policies, practices and procedures. As a minimum, include travel, subsistence and accommodation.	Hard copy – available on request- contact school
Staff Pay & Grading Structures You can provide this as part of your organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.	Hard copy – available on request- contact school
Premiums or Other Forms of Financial Support Available	https://hatfieldpeverel.essex.sch.uk/key-information/pupil-premium/

Provide details of any pupil premium funding (or sports premium grant) you receive and how you spend it. See DfE guidance for details of what information should be published.	https://hatfieldpeverel.essex.sch.uk/key-information/sport-premium/
Trade Union Facility Time Reporting Read the government guidance on reporting trade union facility time to find out what information you need to publish. You need to publish this information once a year.	N/A as we have not had more than 49 full time equivalent employees during any seven months of the relevant period.

Class 3 – What Our Priorities Are & How We Are Doing

Strategies and plans, performance indicators, audits, inspections and reviews

Information to be published	Location
Performance Data Supplied to the Government	Key Required Performance Data available by hard copy on request
Latest Ofsted Report	https://hatfieldpeverel.essex.sch.uk/about-us/ofsted-report/
Performance Management Information The Performance Management policy and procedures adopted by your Trust Board / Governing Body.	hard copy document PERFORMANCE MANAGEMENT PROCEDURE POLICY
Future Plans Any major proposals on future plans involving, for example, a consultation on a change in school status. This could be in the form of the School Development Plan (full or short version).	Hard copy – available on request- contact school
Exam & Assessment Results	N/A
Performance Tables Include a link to your performance tables page.	Key required Performance Data available by hard copy on request https://www.compare-school-performance.service.gov.uk/school/114974/hatfield-peverel-infant-and-nursery-school
Data Protection Impact Assessments or any other Impact Assessments (e.g. health & safety impact assessment, equality impact assessment) These could be published in full or in summary.	Hard copy – available on request- contact school

Class 4 – How We Make Decisions

Decision Making Processes and Records of Decisions

Information to be published	Location
Admissions Policy & Decisions Provide details about your admission arrangements and procedures, together with information about the right of appeal. You do not have to publish individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful. If you are not your own admissions authority, provide an appropriate link to the local authority.	https://hatfieldpeverel.essex.sch.uk/about-us/admissions-appeals/ https://hatfieldpeverel.essex.sch.uk/key-information/policies/
Minutes of Meetings of the Governing Body and its Committees Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it.	Hard copy – available on request- contact school

Class 5 – Our Policies & Procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Information to be published	Location
School Policies & Other Documents Include policies such as behaviour, anti-bullying, eSafety, special educational needs policies. As a minimum, include policies, procedures and documents that you are required to have by statute, your funding agreement or equivalent. Include policies that the DfE recommend. Include policies and procedures for handling requests for information and operating the publication scheme.	https://hatfieldpeverel.essex.sch.uk/key-information/policies/
Data Protection Policies Include data protection policies, such as the Data Protection policy, Records Management policy, Retention Schedule, CCTV policy and Subject Access Request policy.	https://hatfieldpeverel.essex.sch.uk/parents-carers/data-protection/
Equality & Diversity Include policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of equal opportunities, including details of your compliance with the public sector equality duty.	https://hatfieldpeverel.essex.sch.uk/key-information/public-sector-equality-duty/
Safeguarding & Child Protection The policies and procedures you put in place to ensure that you exercise your functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State.	https://hatfieldpeverel.essex.sch.uk/about-us/keeping-children-safe-safeguarding/
Pay Policy The statement of the Pay policy and procedures regarding teachers' pay.	Hard copy – available on request- contact school
Health & Safety Policy	Hard copy – available on request- contact school
Policies and Procedures for Human Resources and the Recruitment of Staff Make details of current vacancies readily available, if they are advertised as part of recruitment policies.	Hard copy – available on request- contact school
Careers Programme Information	N/A

Complaints Procedures, including for dealing with parental complaints	https://hatfieldpeverel.essex.sch.uk/key-information/policies/
Charging Regimes and Policies Provide details of any statutory charging regimes, including charging for school activities. Include charging policies about charges made for information routinely published. Clearly state what costs you are recovering, the basis on which you make them and how they are calculated.	https://hatfieldpeverel.essex.sch.uk/key-information/policies/

Class 6 – Lists & Registers

Information to be published	Location
Curriculum Circulars & Statutory Instruments Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the Headteacher or Trust Board/Governing Body concerning the curriculum.	Hard copy – available on request- contact school
CCTV Details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf. Schools should decide on the level of detail that is appropriate. If you have a CCTV policy, then it would be appropriate to publish this.	https://hatfieldpeverel.essex.sch.uk/parents-carers/data-protection/
Disclosure Log If you produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it readily available. Disclosure logs are recommended as good practice.	Hard copy – available on request- contact school
Asset Register Make available some information from capital asset registers, if you hold such registers.	Hard copy – available on request- contact school
Any information that you are legally required to hold in publicly available registers	https://hatfieldpeverel.essex.sch.uk/ hard copy documents

Class 7 – The Services We Offer

Information about the services the school provides, including leaflets, guidance and newsletters.

Information to be published	Location
Extra-curricular Activities	Extra-curricular Activity information is provided to parents/carers via parentmail and on the newsletter it can be provided on a hard copy document if requested https://hatfieldpeverel.essex.sch.uk/parents-carers/clubs/
Out of School Clubs	https://hatfieldpeverel.essex.sch.uk/parents-carers/sunrise-sunset-club/
School Publications	https://hatfieldpeverel.essex.sch.uk/ hard copy documents
Services for which the school is entitled to recover a fee, together with those fees	Please see the Charging refunds and remissions policy https://hatfieldpeverel.essex.sch.uk/key-information/policies/
Leaflets, booklets and newsletters	https://hatfieldpeverel.essex.sch.uk/news-events/newsletters/weekly-newsletters/ https://hatfieldpeverel.essex.sch.uk/wp-content/uploads/2025/09/dates-leaflet-25-26.pub_.pdf
Letters to Parents/Carers	Hard copy – available on request- contact school

Where information is available on our website it is free of charge. Where information is not available on our website but forms part of our Publication Scheme it is free of charge. Where information is available on our website, but you have requested a hard copy a charge can be made to cover costs, please see the table below or contact the school office for further information office@hatfieldpeverel.essex.sch.uk

DESCRIPTION
Photocopying/printing @ 10p per sheet (black & white)
Photocopying/printing @ 15p per sheet (colour)
Postage – applied at cost of Royal Mail standard 2 nd class post.