

Freedom of Information

Guide to information available from Colleges Nursery and Family Centre under the model publication scheme

Introduction

Public authorities, including maintained nursery schools, need to be clear and proactive about the information they make public. This publication scheme does this for Colleges Nursery and Family Centre. It sets out

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- 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 on our website to download and print off or available in paper form upon request. It is available free or at a fee in accordance with our charging policy.

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

This publication scheme conforms to the model publication scheme for schools.

Categories of information published

The information available (or available in the future), is split into categories of information known as classes. The classes are 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

There is also a section for additional information

How to request information

The publication scheme details where the information is available. If a paper version is required this can be requested from the contact below. If the information is available on the website a link will direct you to the page you need.

If the information you are looking for is not available via the scheme and isn't on our website, you can still ask if we have it. You can contact the school by telephone, email or letter.

Head Teacher	Mrs Helen Snow
E-mail:	office@colleges.cambs.sch.uk
Tel:	01223 712168
Address:	Colleges Nursery and Family Centre, The Centre, Campkin Road, Cambridge, CB4 2LD
Web	http://cbk.e2bn.net or www.colleges.cambs.sch.uk

To help us process your request quickly please clearly mark any correspondence **“PUBLICATIONS SCHEME REQUEST”** (in **bold CAPITALS** please)

Paying for information

Information is available free unless stated otherwise. Where there is a charge this will be in accordance with our schedule of charges. As a rule information available 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 your local library or internet café. If you are unable to access the internet you can contact us (See Section How to Request Information). If your request means that there will be a lot of photocopying or printing or paying a large postage charge we will let you know the cost before fulfilling your request.

SCHEDULE OF CHARGES

This describes the charges and how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 50p per sheet (colour)	Actual cost
	Request of >50 pages – Additional 5p per page	Staff time needed
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	<p>School booklet Available from the office</p> <p>Annual Report Available from the office</p> <p>Website http://cbk.e2bn.net/e2bn/leas/c99/schools/cbk/web/site/staff/</p> <p>School Available on the cloakroom notice board</p>	Free
Who's who on the governing body and the basis of their appointment	As above	
Instrument of Government	<p>Hard Copy Contact school office</p>	Cost of printing
Contact details for the Head teacher and for the governing body	<p>Website http://cbk.e2bn.net/e2bn/leas/c99/schools/cbk/web/site/contactus/</p> <p>School Office</p>	Free
School Booklet	Available from the office	Free
Annual Report	Available from the office	Free
School session times and term dates	<p>School booklet Available from the office</p> <p>Website (hard copy and/or website)</p>	

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Budget Statement	<p>Website Hard Copy Contact school office</p>	Free Cost of printing/ photocopying
Capitalised funding	<p>Annual Report Available from office</p>	Free
Additional funding	<p>Annual Report Available from office</p>	Free
Procurement and projects	<p>Annual Report Available from office</p>	Free
Whole School Pay policy	<p>Hard Copy Contact school office or available in file in school cloakroom Website http://cbk.e2bn.net/e2bn/leas/c99/schools/cbk/web/site/policies/ PDF Contact school office to be e-mailed a PDF</p>	Cost of printing/ photocopying Free Free
Staffing and grading structure	<p>Website Hard Copy Contact school office</p>	Free Cost of printing/ photocopying
Governors' allowances	<p>Annual Report Available from office (hard copy or website)</p>	Free

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile – nurseries don't actually have to have a 'school profile'</p> <ul style="list-style-type: none"> • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Hard Copy Contact school office or available in file in school cloakroom</p> <p>Ofsted Website http://www.ofsted.gov.uk/oxedu/providers/full/(urn)/110597</p>	<p>Cost of printing/ photocopying</p> <p>Free</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard Copy Contact school office or available in file in school cloakroom</p> <p>Website http://cbk.e2bn.net/e2bn/leas/c99/schools/cbk/web/site/policies/</p> <p>PDF Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/ photocopying</p> <p>Free</p> <p>Free</p>
<p>School Development Plan</p>	<p>Hard Copy Contact school office or available in file in school cloakroom</p> <p>Website</p> <p>PDF Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/ photocopying</p> <p>Free</p> <p>Free</p>

<p>Every Child Matters – policies and procedures</p> <p>Safeguarding and Child Protection</p> <p>Healthy Eating</p> <p>Drug policy</p> <p>Smoke free policy</p>	<p>Hard Copy Contact school office or available in file in school cloakroom</p> <p>Website http://cbk.e2bn.net/e2bn/leas/c99/schools/cbk/web/site/policies/</p> <p>PDF Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/ photocopying</p> <p>Free</p> <p>Free</p>
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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard Copy Contact school office Website http://cbk.e2bn.net/e2bn/leas/c99/schools/cbk/web/site/parents/ Also Local Authority website	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy Contact school office or available in school cloakroom Website PDF Contact school office to be e-mailed a PDF	Cost of printing/ photocopying Free Free
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private/confidential to the meetings.	Hard Copy Contact school office or available in school cloakroom Website PDF Contact school office to be e-mailed a PDF	Cost of printing/ photocopying Free Free

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Code of conduct • Discipline and grievance policies • Information request handling policy • Community cohesion policy • Equality and diversity (including equal opportunities) policies – See Community Cohesion Policy • Staff recruitment and selection policy and procedure • 	<p>Hard Copy Contact school office or available in file in school cloakroom</p> <p>Website http://cbk.e2bn.net/e2bn/leas/c99/schools/cbk/web/site/policies/</p> <p>PDF Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/ photocopying</p> <p>Free</p> <p>Free</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Curriculum Statement • Play statement • Sex and relationships education • Special educational needs • Observation, assessment and record keeping • Accessibility - See Community Cohesion Policy • Race equality - See Community Cohesion Policy • Positive behaviour • Promoting children’s spiritual development • Communication, language and literacy • Maths 	<p>Hard Copy Contact school office or available in file in school cloakroom</p> <p>Website http://cbk.e2bn.net/e2bn/leas/c99/schools/cbk/web/site/policies/</p> <p>PDF Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/ photocopying</p> <p>Free</p> <p>Free</p>

<ul style="list-style-type: none"> • Outdoor play • Creative development • Knowledge and understanding of the world • Physical development • Personal social and emotional development • Information communication and technology 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Confidentiality policy • Personal Information policy 	<p>Hard Copy Contact school office</p> <p>Website http://cbk.e2bn.net/e2bn/leas/c99/schools/cbk/web/site/policies/</p> <p>PDF Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/ photocopying</p> <p>Free</p> <p>Free</p>
<p>Charging regimes and policies.</p> <p>Voluntary weekly contribution of £1</p> <p>Voluntary contributions towards school trips and other one-off activities</p>	<p>School booklet Available from the office</p>	<p>Free</p>

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	School Office Available on request	
Disclosure logs	School Office Available on request	
Asset register	School Office Available on request	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School Office Available on request	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p> <p>Lunches</p>	<p>School booklet Available from the office</p>	<p>Free</p>
<p>Leaflets books and newsletters</p>	<p>Hard Copy Contact school office or available in file in school cloakroom</p> <p>Website http://cbk.e2bn.net/e2bn/leas/c99/schools/cbk/web/site/news/</p> <p>PDF Contact school office to be e-mailed a PDF</p>	<p>Free</p>

<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
<p>All other policies not included above</p> <ul style="list-style-type: none"> Parents and Staff working together Staff health and wellbeing Good practice during school meals Staff Induction Special leave of absence Management of sickness absence Handling redundancy Staff development Intimate care Governor visits to the nursery Policy for physical intervention with pupils Policy for gifted and talented children 	<p>Hard Copy Contact school office or available in file in school cloakroom</p> <p>Website http://cbk.e2bn.net/e2bn/leas/c99/schools/cbk/web/site/policies/</p> <p>PDF Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/ photocopying</p> <p>Free</p> <p>Free</p>