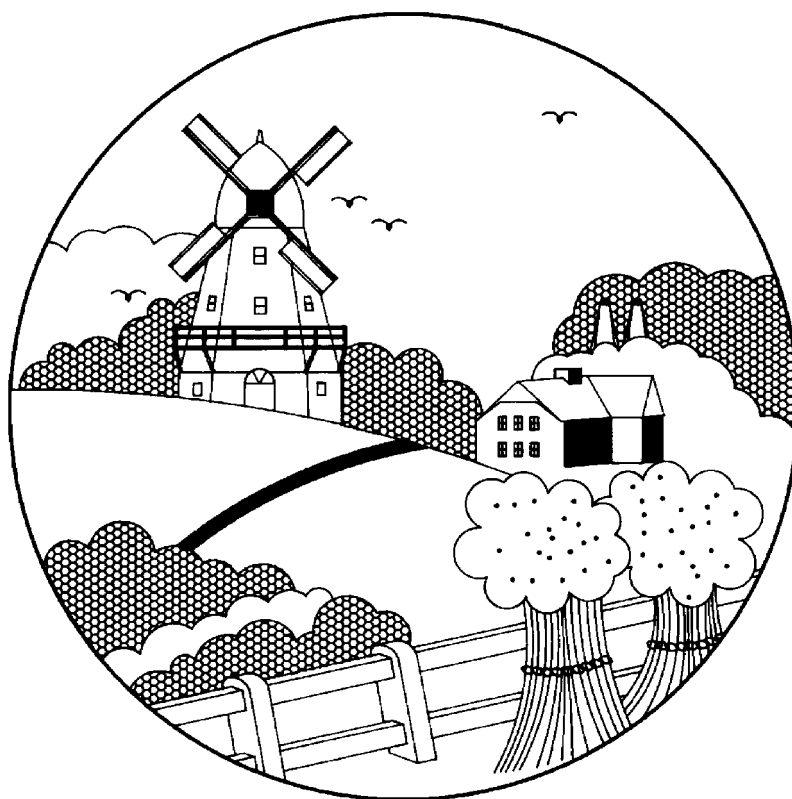


Headcorn Primary School

Freedom of Information Publication Scheme



This policy will be reviewed every 3 years, and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC advice. Any amendments will require the approval of the full Governing Body.

Date of approval by Governing Body	15/10/12
Signature of Chair of Governors	J Keeler
Signature of Headteacher	J Barker
Date Due for review	October 2015 (3 years)

Headcorn Primary School Freedom of Information Publication Scheme

The Freedom of Information Act 2000 requires Headcorn Primary School to produce and maintain a Publication Scheme.

A Publication Scheme is a guide to the classes of information that public authorities like Kent County Council publish or intend to publish in the future. The term “publish” is not limited to information produced in paper forms such as leaflets and booklets and includes information that is on our website. We have adopted the **Information Commissioner's new "Model Publication Scheme"** which came into effect from 1 January 2009. See Appendix 1 (v1.0 April '08).

The Model Publication Scheme consists of 7 classes of information:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

By adopting the Information Commissioner’s ‘Model Scheme’, we are committing ourselves to the following:

- To proactively make certain types and categories of information readily available
- To make it easier for the public to find and obtain this information
- To review and update what information is available on a regular basis.