

## **Freedom of Information**

Guide to information available from Cambridge Nursery Federation 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 Amanda Bannister

**Brunswick Nursery School**

Young Street  
Cambridge CB1 2LZ  
Tel: 01223 508790  
Email: office@brunswick.cambs.sch.uk

**Colleges Nursery School**

The Centre, Campkin Road  
Cambridge CB4 2LD  
Tel: 01223 712168  
Email: office@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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
<p>School Contact Information</p> <p><b>Colleges Nursery School</b> The Centre, Campkin Road Cambridge CB4 2LD Tel: 01223 712168 Email: office@colleges.cambs.sch.uk</p> <p><b>Brunswick Nursery School</b> Young Street Cambridge CB1 2LZ Tel: 01223 508790 Email: office@brunswick.cambs.sch.uk</p>	Contact school office	
Who's who in the school	<p><b>School booklet</b> Available from the office/website</p> <p><b>Annual Report</b> Available from the office/website</p> <p><b>Website</b> <a href="http://www.colleges.cambs.sch.uk">www.colleges.cambs.sch.uk</a> <a href="http://www.brunswick.cambs.sch.uk">www.brunswick.cambs.sch.uk</a></p>	Free
Who's who on the Governing Body and the basis of their appointment	As above	

Contact details for the Head Teacher and for the Governing Body	As above	Free
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School Booklet, Aims and Curriculum Statement	<b>Hard Copy</b> Available from the office <b>Website</b> <a href="http://www.colleges.cambs.sch.uk">www.colleges.cambs.sch.uk</a> <a href="http://www.brunswick.cambs.sch.uk">www.brunswick.cambs.sch.uk</a>	Free
School session times and term dates	<b>Hard Copy</b> Available from the office <b>School Booklet</b> Available from office/website	Free

<p><b>Class 2 – What we spend and how we spend it</b>  (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><b>Hard Copy</b>  Contact school office</p>	<p>Cost of printing/  photocopying  or free if sent  via email</p>
Capitalised funding	<p><b>Annual Report</b>  Available from office/website</p>	Free
Additional funding	<p><b>Annual Report</b>  Available from office/website</p>	Free
Procurement and projects	<p><b>Hard Copy</b>  Available from office</p>	Free
Whole School Pay Policy	<p><b>Hard Copy</b>  Contact school office  Website  <b>PDF</b>  Contact school office to be emailed  a PDF</p>	<p>Cost of printing/  photocopying</p> <p>Free</p>
Staffing and grading structure	<p><b>Website</b></p> <p><b>Hard Copy</b>  Contact school office</p>	<p>Free</p> <p>Cost of printing/  photocopying</p>

Governors' allowances	<b>Website</b>	Free
Financial Management Policies and Procedures <ul style="list-style-type: none"> <li>• Financial Procedures Policy</li> <li>• Statement of Internal Control</li> <li>• Best Value Statement</li> </ul>	<b>Hard Copy/Website</b> Contact school office <b>PDF</b> Contact school office to be emailed a PDF version	Cost of printing/ photocopying  Free
Financial audit reports	<b>Hard Copy</b> Contact school office  <b>PDF</b> Contact school office to be emailed a PDF version	Cost of printing/ photocopying  Free

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>Performance Data</p>	<p>Governing Body Minutes <b>Hard Copy</b> Contact school office <b>Website</b> <b>PDF</b> Contact school office to be emailed a PDF</p>	<p>Cost of printing/ photocopying Free Free</p>
<p>School profile –</p> <ul style="list-style-type: none"> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p><b>Hard Copy</b> Contact school office or available in file in school cloakroom <b>Website</b></p>	<p>Cost of printing/ photocopying  Free</p>
<p>Appraisal Policy and Procedures adopted by the governing body.</p>	<p><b>Hard Copy</b> Contact school <b>Website</b>  <b>PDF</b> Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/ photocopying  Free</p>

<p>Safeguarding and Child Protection</p> <ul style="list-style-type: none"> <li>• Supporting vulnerable children guidance</li> <li>• Missing children guidance</li> <li>• Policy and guidance on the use of physical intervention to manage behaviour</li> <li>• Safer Care Code of Conduct</li> <li>• Working together to Safeguard Children</li> <li>• Policy for intimate care</li> <li>• Whistle Blowing Policy</li> </ul>	<p><b>Hard Copies</b> Contact school office</p> <p><b>Website</b></p> <p><b>PDF</b> Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/ photocopying</p> <p>Free</p> <p>Free</p>
<p>Our Aims</p>	<p><b>Hard Copy</b> Contact school office</p> <p><b>Website</b></p> <p><b>PDF</b> Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/ photocopying</p> <p>Free</p>



<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)          Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p><b>Hard Copy</b>          Contact school office  <b>Website</b>          Local Authority website</p>	<p>Free</p>
<p>Agendas of meetings of the governing body and its committees</p>	<p><b>Hard Copy</b>          Contact school office  <b>Website</b>  <b>PDF</b>          Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/          photocopying           Free</p>
<p>Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private/confidential to the meetings.</p>	<p><b>Hard Copy</b>          Contact school office  <b>Website</b>  <b>PDF</b>          Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/          photocopying           Free</p>

<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>All School policies are available on request. Selected policies are viewable on the schools' websites</p>	<p><b>Hard Copy</b>          Contact school office</p> <p><b>Website</b></p> <p><b>PDF</b>          Contact school office to be e-mailed a PDF</p>	<p>Cost of printing/          photocopying</p> <p>Free</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p><b>School Office</b>          Available on request</p>	
<p>Disclosure logs</p>	<p><b>School Office</b>          Available on request</p>	

Asset register	<b>School Office</b> Available on request	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	<b>School Office</b> Available on request	

<p><b>Class 7 – The services we offer</b>          (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>Available from the office</p>	<p>Free</p>
<p>Leaflets, books and newsletters</p>	<p><b>Hard Copy</b>          Contact school office</p> <p><b>Website</b></p> <p><b>PDF</b>          Contact school office to be e-mailed a PDF</p>	<p>Free</p> <p>Free</p> <p>Free</p>
<p><b>Additional Information</b>          This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		