

## Freedom of Information Publication Scheme

The Hospital School at Great Ormond Street & UCLH		
Review Frequency	Every 3 years	<i>Next review date: Summer 2026</i>
Previous Reviews	Reviewed June 23 SBM (no changes)	
Full Governing Body Ratification	FGB	<i>Date: 15.07.2020</i>
Approving Committee		<i>Date:</i>
Policy Holders (name of staff)	BM	
Published on website	Yes	<i>Date:</i>

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## Mission Statement

The Children's Hospital School seeks to minimise the interruption and disruption to children's and young people's education so that academic progress and an interest in learning will continue as far as medical circumstances permit. In order to fulfil this, we aim to:

- Provide personalised, challenging, enjoyable and innovative learning opportunities.
- Make learning an integral part of children and young people's stay in hospital
- Foster values of friendship and determination
- Prepare and empower pupils in the present and for the future
- Support, nurture and value families and carers.

This Publication Scheme is a means of showing how we are pursuing these aims.

<b>Class 1: Who we are and what we do</b> <i>Organisational information, structures, locations and contacts</i>		
Information to be published	How we will provide the information	Cost
Who's who in the school / Location and contact information	school website	no charge
Who's who on the governing body and the basis of their appointment	school website	no charge
Instrument of Government / Articles of Association	email upon request	no charge
School Prospectus (N/A)	n/a	n/a
School Information Sheet	school website	no charge
Staffing structure	email upon request	no charge
School session times and term dates	school website	no charge

## 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*

Information to be published	How we will provide the information	Cost
Annual budget plan and financial statements	email upon request	no charge
Capital funding	email upon request	no charge
Financial audit reports	email upon request	no charge
Details on expenditure of items over £5000	email upon request	no charge
<u>Procurement and contracts:</u>		
Details of procedures used for the acquisition of goods and services	email upon request	no charge
Details of any contracts that have gone through a formal tendering process	email upon request	no charge
<u>Pay policy</u>	email upon request	no charge
<u>Staff Allowances:</u>		
Details of the allowances and expenses that can be incurred or claimed.	email upon request	no charge
<u>Staff pay and grading structure</u>		
salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	email upon request	no charge
<u>Governors' allowances:</u>		
Allowances (N/A)	email upon request	no charge
Governors' Expenses Policy	email upon request	no charge

### Class 3: What our priorities are and how we are doing

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

Information to be published	How we will provide the information	Cost
<u>School profile:</u> Latest Ofsted report –Summary and Full Report  Performance management policy and procedures adopted by the Governing Body  <u>School Future Plans:</u> School Improvement Plan  <u>Safeguarding and child protection:</u> Looked After Children Policy Safeguarding Policy Online safety Policy	School website  email upon request  email upon request  school website school website school website	no charge no charge  no charge  no charge no charge no charge no charge

### Class 4: How we make decisions

*Decision making processes and records of decisions*

Information to be published	How we will provide the information	Cost
<u>Admissions policy / decisions</u> Admissions overview Admissions Policy  <u>Governing Body and its committees</u> Agendas of meetings of the Full Governing Body and its sub-committees Minutes of meetings of the Full Governing Body and its sub-committees <i>(n.b. this will exclude information that is properly considered confidential to the meeting).</i>	school website email upon request  email upon request email upon request	no charge no charge no charge  no charge no charge

## Class 5: Our policies and procedures

*Current written protocols, policies and procedures for delivering school services and responsibilities*

Information to be published	How we will provide the information	Cost
<u>School policies</u> Complaints Policy Health and Safety Policy	school website email	no charge no charge
<u>Pupil and curriculum policies</u> Curriculum Statement Curriculum Overviews: Early Years/Primary and Secondary Schoolrooms SEND policy Curriculum Accessibility Plan Physical Accessibility Plan Published Materials Accessibility Plan Statement of Behaviour Principles Relationships Policy	school website school website  school website school website school website school website school website email	no charge no charge  no charge no charge no charge no charge no charge no charge
<u>Records management and personal data policies</u> Data Protection Policy	school website	no charge
<u>Equality and diversity (including equal opportunities) policies</u> Equality Policy	School website	no charge
<u>Policies and procedures for the recruitment of staff</u> Safer recruitment policy	email	no charge

<b>Class 6: Lists and Registers</b> <i>Currently maintained lists and registers only (this does not include the attendance register.)</i>		
	Hard copy and/or website (some information in this class may only be available by inspection)	Specify / charging schedule
<b>Information to be published</b>	<b>How we will provide the information</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	Email upon request	Schedule of charges
Governing Body register of disclosable interests	school website	No charge
Log of Freedom of Information Disclosure	Email upon request	no charge

<b>Class 7: The services we offer</b> <i>Information about the services the school offers including leaflets, guidance and newsletters produced for the public and businesses</i>		
<b>Information to be published</b>	<b>How we will provide the information</b>	<b>Cost</b>
School publications, leaflets books and newsletters	school website	no charge

## APPENDIX A: Further Information about Freedom of Information Requests

### How do I make a Freedom Information Request?

We aim to publish as much information as possible on our school website at <http://www.gosh.camden.sch.uk> so it is a good idea to **check our website first** before making your Freedom of Information request.

If the information is not available on our website, please send your information request by email to: [head@gosh.camden.sch.uk](mailto:head@gosh.camden.sch.uk)

by post to: The Head Teacher  
The Children's Hospital School at GOSH & UCH  
Great Ormond Street NHS Trust  
Great Ormond Street  
London WC1N 3JH

If you need help or advice about making your information request please phone the school on 020 7813 8269

To help us process requests quickly, any correspondence should be clearly marked **"Publication Scheme Request"**.

### How will I receive the information?

If the information is not available on our website, we will endeavour to email it to you or send you a hard copy. Providing a hard copy usually involves a charge for the copying and postage which will be calculated in accordance with the charging schedule (see below: [How much does it cost?](#))



In exceptional circumstances, some information may be available only by viewing in person. We will arrange an appointment for you to view the information within a reasonable timescale. We will provide the information in the language in which it is held or in such other language that is legally required.

We will comply with any obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats when providing information in accordance with this scheme.

### **What can I ask about?**

You can ask about anything. We aim to be transparent but, under the Freedom of Information Act we can withhold certain information, for instance:

- where the disclosure is protected by law
- if the information is in draft form
- if the information is no longer readily available/accessible as it is contained in files that have been placed in archive storage

### **How much does it cost?**

In most instances requests are free. However, if you are requesting large amounts of information that require lots of printing, photocopying or formatting then we are allowed to make a small charge to cover these costs as well as any postage and packaging.

If a charge is to be made, we will let you know the amount of the payment before the information is provided. We may ask you to pay before we send you the information.

### **Charging Schedule**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @0.586p per sheet (black & white)	Actual cost incurred by school
	Photocopying/printing @ 5.272p per sheet (colour)	Actual cost incurred by school
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with relevant legislation

### **How long will it take to hear back?**

We normally aim to respond within 20 working days.

Certain information requests may take longer if they need to be sent to the hospital communications departments to ensure compliance with the Freedom of Information schemes of either UCH or Great Ormond St Hospital.

