

# Information available from the Forest Alliance of Nursery Schools under the model publication scheme



This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published   | How you can obtain the information  | Cost |
|---|---|------|
| <p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p> | <p>Find this on our website, <a href="http://www.fans.waltham.sch.uk">www.fans.waltham.sch.uk</a></p>   | £0   |
| <p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>   | <p>Church Hill Nursery School<br/>47 Woodbury Road<br/>Walthamstow<br/>London E17 9SB<br/>tel: 020 8520 4919</p> <p>And</p> <p>Low Hall Nursery School<br/>Low Hall Lane<br/>Walthamstow<br/>London E17 8BE<br/>tel: 020 8520 1689</p> <p>To contact individuals, email <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a>, with the following subject headers:</p> <ul style="list-style-type: none"> <li>• For the <b>Executive Headteacher</b>, make your</li> </ul> | £0   |

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|   | <p>email subject '<b>FAO Mrs Helen Currie</b>'</p> <ul style="list-style-type: none"> <li>• For the <b>SENDco at Church Hill</b>, make your email subject '<b>FAO Mrs Pat English</b>'</li> <li>• For the <b>SENDco at Low Hall</b>, make your email subject '<b>FAO Mrs Naline Sabaroche</b>'</li> <li>• To contact the <b>Governing Body</b>, make your email subject '<b>FAO Chair of Governors</b>'</li> <li>• To contact the School Business Manager, make your email subject '<b>FAO Hasina Rashid</b>'</li> </ul> |    |
| Headteacher's contact details   | Email <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> , with the email subject ' <b>FAO Mrs Helen Currie</b> '  | £0 |
| Who's who in the school/academy   | Find out who is who at both schools on the ' <a href="#">Our staff team</a> ' page of the website.   | £0 |
| Who's who on the governing body / board of governors and selection criteria for appointment<br><br>Governing body's contact details | <p>Read this on <a href="#">the 'Our governing body' page</a> of the website.</p> <p>Email the schools on <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> and make your email subject '<b>FAO Chair of Governors</b>'</p>   | £0 |
| Instrument of Government / Articles of Association  | Download this from <a href="#">the 'Our governing body' page</a> of the website.   | £0 |
| School/academy prospectus   | Our school website, <a href="http://www.fans.waltham.sch.uk">www.fans.waltham.sch.uk</a> is our prospectus.  |    |

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| School/Academy session times and term dates   | Available on <a href="#">the 'Term dates' page</a> of our website.   | £0 |
| <b>Class 2 – What we spend and how we spend it</b><br>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit<br>Current and previous financial year as a minimum | Available on request from the School Business Manager by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> , with the email subject ' <b>FAO Hasina Rashid</b> ' | £0 |
| Annual budget and financial statements  | Explore <a href="#">Church Hill's information</a> and <a href="#">Low Hall's information</a> on the government's Schools Financial Benchmarking website.   | £0 |
| For academies: Annual accounts  | Not held   | £0 |
| Capital funding   | Available on request from the School Business Manager by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> , with the email subject ' <b>FAO Hasina Rashid</b> ' | £0 |
| Financial Audits reports  | Available on request from the School Business Manager by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> , with the email subject ' <b>FAO Hasina Rashid</b> ' | £0 |
| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)  | Available on request from the School Business Manager by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> , with the email subject ' <b>FAO Hasina Rashid</b> ' | £0 |
| Staff pay – details of senior staff salaries in bands of £  | Available on request from the School Business Manager by   | £0 |

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| 5,000. For all other posts, identify levels of pay by salary range   | emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> , with the email subject ' <b>FAO Hasina Rashid</b> '  |    |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members | Available on request from the School Business Manager by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> , with the email subject ' <b>FAO Hasina Rashid</b> '   | £0 |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors | What can be incurred or claimed is listed in the Governor's Allowance Policy, available on <a href="#">the 'our-policies' page</a> of our website<br><br>Actual total payments to individuals are available on request from the School Business Manager by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> , with the email subject ' <b>FAO Hasina Rashid</b> ' | £0 |
| Procurement and contracts we have entered into   | Available on request from the School Business Manager by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> , with the email subject ' <b>FAO Hasina Rashid</b> '   | £0 |
| Details of any premiums we receive such as Pupil premium.  | Available on request from the School Business Manager by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> , with the email subject ' <b>FAO Hasina Rashid</b> '   | £0 |
| <b>Class 3 – What our priorities are and how we are doing</b>  | Our latest Self Evaluation Forms, as well as the ways in which we seek external validation are described on <a href="#">the 'Where we are now,</a>   | £0 |

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| Strategies and plans, performance indicators, audits, inspections and reviews<br><br>Current information as a minimum   | <a href="#">where we want to be, and our plan to get there' page</a> of the school website.<br><br>Our plans, both the shorter-term School Development Plan and the longer-term Strategic Intent are available on <a href="#">the 'Where we are now, where we want to be, and our plan to get there' page</a> of the school website.                 |    |
| Annual Report   | This is covered by the Self Evaluation Form, available on <a href="#">the 'Where we are now, where we want to be, and our plan to get there' page</a> of the school website.   | £0 |
| Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) <i>(delete as appropriate)</i><br>- Summary<br>- Full report<br>- Post-inspection action plan | The latest Ofsted reports are available on <a href="#">the Church Hill page</a> and <a href="#">the Low Hall page</a> of Ofsted website.<br><br>All our plans are contained in our School Development Plan, which is available on <a href="#">the 'Where we are now, where we want to be, and our plan to get there' page</a> of the school website. | £0 |
| Exam and assessment results   | We do not hold exams.<br><br>Anonymised assessments are examined by the Children's Learning and Development Committee, with minutes published two terms after each meeting on <a href="#">the 'Our governing body' page</a> of the website.  | £0 |
| Performance tables  | Not held   | £0 |

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|  | As a nursery school, we do not take part in any national tables of academic performance.  |    |
| Careers programme information  | We model as many careers to all children as we can.   | £0 |
| The school's/academy's future plans. E.g. proposals for and any consultation on the future of our school/academy, such as a change in status.  | All our plans are contained in our School Development Plan, which is available on <a href="#">the 'Where we are now, where we want to be, and our plan to get there' page</a> of the school website.  | £0 |
| School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)  | Not held  | £0 |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Available on request from the Data Protection Officer. Email <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> with the subject header ' <b>FOI request FAO Data Protection Officer</b> '.   | £0 |
| <b>Class 4 – How we make decisions</b><br>Decision making processes and records of decisions<br>Current and previous three years as a minimum  | Strategic decisions are made by the Governing Body, as detailed in the minutes of their meetings, published two terms in retrospect on <a href="#">the 'Our governing body' page</a> of the website.<br><br>Day to day decisions are made by the Senior Leadership Team. See who they are on the ' <a href="#">Our staff team</a> ' page of the website.<br><br>Class teachers manage the classroom and make day to | £0 |

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|  | <p>day decisions about the children's education and care while line-managing a team of Early Years Practitioners.</p> <p>The Key Person will have responsibility for planning for individual children and will make decisions around their needs and the support they require in the moment. They will be the first point of information for families.</p> |    |
| Admissions policy and, where applicable, admission decisions ( <i>e.g. application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )   | The Admissions and Transitions Policy is available on <a href="#">the 'Our policies' page</a> of the school website.   | £0 |
| Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.   | Non-confidential minutes are published when ratified (two terms in retrospect) on <a href="#">the 'Our governing body' page</a> of the website.  | £0 |
| <p><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p> | <p>A lot of these are available on <a href="#">the 'Our policies' page</a> of the school website, as is a list of those available on request from the school office by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> with the subject header '<b>FOI request FAA Data Protection Officer</b>'.</p>                     | £0 |
| School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.  | <p>Many are available on <a href="#">the 'Our policies' page</a> of the school website, as is a list of those available on request from the school office by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a></p>   | £0 |

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|  | with the subject header ' <b>FOI request FAO Data Protection Officer</b> '.   |    |
| Safeguarding and child protection, including protecting children's personal data   | <p>Our Safeguarding Policy is available on <a href="#">the 'Our policies' page</a> of the school website.</p> <p>Read about the actions we take to keep children safe on <a href="#">the 'how-we-keep-children-safe' page</a> of the school website, our guidance for visitors on <a href="#">the 'visitors' page</a>, guidance for families about what they can do on <a href="#">the 'keep-children-safe' page</a>, <a href="#">the '6-short-lessons-online-safety' page</a> and on <a href="#">the 'screens-photos-data' page</a>.</p> | £0 |
| Equality and Diversity<br>(For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998) | Read our statement on equality and diversity on <a href="#">the 'equality-and-diversity' page</a> of the school website, where you can also read the annual progress updates on our Equalities Objectives. These are also embedded in our School Development Plan, which you can read on the 'Where we are now, where we want to be, and our plan to get there' page.   | £0 |
| Policies and procedures relating to recruitment and human resources  | Some are available on <a href="#">the 'Our policies' page</a> of the school website, as is a list of those available on request from the school office by emailing <a href="mailto:school@churchhill.waltham.sch.uk">school@churchhill.waltham.sch.uk</a> with the subject header ' <b>FOI request FOA Data Protection Officer</b> '.   | £0 |



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| Special educational needs  | Our SEND Policy, Different But Equal is available on <a href="#">the 'Our policies' page</a> of the school website, where you can also read <a href="#">Church Hill's part in the Local Offer</a> and <a href="#">Low Hall's contribution</a> .   |    |
| Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)                            | Find out how to make your voice heard on <a href="#">the 'tell-us-what-you-think' page</a> of the website.<br><br>Find out how to make a Subject Access Request in order to view the personal information we hold about you, and how to make a <b>Freedom of Information Request</b> in the Data Protection Policy. Read it on <a href="#">the 'Our policies' page of the website</a> . | £0 |
| Pay Policy   | The Teachers Pay Policy is available on request from the school office by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> with the subject header ' <b>FOI request FAO Data Protection Officer</b> '.   | £0 |
| Records management (Information security policies<br>Records retention, destruction and archive policies)<br>Data protection (including information sharing and CCTV usage policies) | The policies regarding data management and protection are available in the Data section of <a href="#">the 'Our policies' page</a> of the school website.   | £0 |
| Charging regimes and policies  | The Charging and Remissions Policy is available on <a href="#">the 'Our policies' page of the website</a> .   | £0 |
| (Wales only)   | Not held  |    |

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| Welsh Language Standards, i.e. how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011 |   |    |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only (this does not include the attendance register)        | Anonymised registers available for on-site inspection on request.   | £0 |
| Curriculum circulars and statutory instruments   | The curriculum plans are found on <a href="#">the 'church-hill-curriculum-plans' page</a> and <a href="#">the 'low-hall-curriculum-plans' page</a> of the school website. Our outline Curricular Goals are available <a href="#">on our website</a> . Full detail is provided to parents on their child's admission; their child's progress is reported termly to them. | £0 |
| CCTV<br><br>Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf                                      | The CCTV Policy, which includes a Privacy Impact Assessment, is available on <a href="#">the 'Our policies' page</a> of the school website.   | £0 |
| Disclosure logs, i.e. information provided in response to FOIA/EIR requests  | Disclosure logs are available on request from the school office by emailing <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> with the subject header ' <b>FOI request FAO Data Protection Officer</b> '.  | £0 |
| Asset register and Information Asset register  | Available on request from the School Business Manager via <a href="#">the 'Contact us' page</a> of our website.   |    |

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| Any information we are currently legally required to hold in publicly available registers  | The SEF is available on the 'Where we are now, where we want to be, and our plan to get there' page of the school website. It details the total number of children attending both schools.   | £0 |
| <b>Class 7 – The services we offer</b><br>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses<br>Current information only | Most information we provide about the services we offer is on the school website. Hard copies of the Visiting Day leaflet are available from the school offices, details <a href="#">at the top of this document</a> .   | £0 |
| Extra-curricular activities  | Information about our <a href="#">Holiday Playschemes</a> , our <a href="#">Tea-time Club</a> are on our website.<br>To find out about hiring the Church Hill building, please email the School Business Manager via <a href="mailto:admin@fans.waltham.sch.uk">admin@fans.waltham.sch.uk</a> with the subject ' <b>Question about hire of Church Hill</b> ' | £0 |
| Out of school/academy clubs  | Not held   |    |
| Services for which we are entitled to recover a fee, together with those fees  | Information about our Visiting Day stay and play sessions, our daycare/additional hours provision, our Tea-time Club and our Holiday Playscheme, including fees, is on <a href="#">the 'joinourschools' tab</a> of the website.  | £0 |
| Requests for paper copies of information   | Please contact the school office to request paper copies:<br><br>Church Hill office:   | £0 |

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|   | <p>47 Woodbury Road, E17 9SB,<br/>tel 020 8520 4919, or<br/>email <a href="mailto:school@churchhill.waltham.sch.uk">school@churchhill.waltham.sch.uk</a></p> <p>Low Hall office:<br/>Low Hall Lane, E17 8BE, tel<br/>020 8520 1689, or<br/>email <a href="mailto:school@lowhall.waltham.sch.uk">school@lowhall.waltham.sch.uk</a></p>                                   |                       |
| Our publications, leaflets, books and newsletters   | <p>Download our Safeguarding leaflets from <a href="#">the Visitors page</a> of the school website.</p> <p>Other leaflets are available from the school offices, details <a href="#">at the top of this document</a>.</p>   | £0                    |
| <p><b>Additional Information</b></p> <p>Any information that is not itemised in the lists above</p> | <p>Please contact the school office with details of your request, following the <b>Subject Access Request</b> procedure or the <b>Freedom of Information Procedure</b> which you can read in the Data Protection Policy on the '<a href="#">Our policies' page of the school website</a> and using the contact details <a href="#">at the top of this document</a>.</p> | Dependent on request. |

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE           | DESCRIPTION                                 | BASIS OF CHARGE  |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying @ 3p per sheet (black & white) | Actual cost *  |
|                          | Photocopying @ 6p per sheet (colour)        | Actual cost  |
|                          |   |  |
|                          | Postage                                     | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
|                          |   |  |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation (quote the actual statute) |
|                          |   |  |
| <b>Other</b>             |   |  |

\* the actual cost incurred