Westfield Nursery School

Publication Scheme

Date policy last reviewed: September 2026

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Updated September 2026
New policy adopted from Information Commissioners Office (ICO) Model Policy

1. Introduction: What a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained nursery schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published, and
- 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 for you on our website to download and print off or available in paper form. 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 scheme approved by the Information Commissioner.

2. Who we are

We are a Local Authority Maintained Nursery School educating pupils from two-to-four-years of age.

Our full title and address for sending any documents is: **Westfield Nursery School, Westfield Road, Dunstable, Bedfordshire, LU61DL**

The person responsible for the maintenance of this scheme is: **Elizabeth Collins, Headteacher**

The contact for the Headteacher is Tel: 01582 608650
Email: office@westfieldnurseryschool.org

3. What we do

Westfield Nursery School aims to:

- Give children an excellent start in education so that they have a better future
- Enable all young people to develop and equip themselves with the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we pursue these aims.

4. What we spend and how we spend it

We are funded by the local authority for pupils based on their eligibility for 2-year-old funding, 15-hour 3-4year old funding or 30-hour 3–4-year-old funding. We also receive additional Special Educational Needs inclusion funding for some pupils.

We prepare a three-year budget plan and funding is spent on staffing, buildings, maintenance and resources.

5. What our priorities are and how we are doing

We complete a self-evaluation under the following categories: leadership, safeguarding, curriculum and teaching, achievement, inclusion, attendance and behaviour, personal development and well-being. We link this to future developments in our school improvement plan.

The governing body work in two subcommittees to oversee the improvements. Each governor also has a link area for which they monitor the work of the school.

We complete a baseline assessment as children enter the school, then termly to monitor progress.

Our last Ofsted inspection was in October 2023 and the school was categorised as good.

The quality of education- Good

Behaviour and attitudes- Good

Personal development- Good

Leadership and management- Good

6. How we make decisions

The governors, senior leaders and where appropriate staff and families are involved in decision making.

7. Information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future – this is split into categories of information known as 'classes' these are contained in this scheme.

The classes of information that we undertake to make available are organised into broad topics areas:

- Westfield Nursery School Policies and Procedures - information about policies that relate to the maintained nursery school in general.
- The services we offer including booklets and leaflets

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

Class 1 – Who we are and what we do		
Information to be published	**How to get a copy**	**Cost**

Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Website	Free
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Free
School information	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free

Class 2 – What we spend and how we spend it		
Information to be published	**How to get a copy**	**Cost**
Annual budget plan and financial statements	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Capitalised funding	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Additional funding	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Pay policy	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

Governors allowances	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

Class 3 – What our priorities are and how we are doing		
Information to be published	**How to get a copy**	**Cost**
School profile: The latest Ofsted report	Website	Free
Performance management policy and procedures adopted by the governing body.	Website	Free

Class 4 – How we make decisions		
Information to be published	**How to get a copy**	**Cost**
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

Class 5 – Our policies and procedures		
Information to be published	**How to get a copy**	**Cost**

School policies including: Charging and remissions policy Health and Safety Complaints procedure Equality and diversity (including equal opportunities) policy	Website Hard copy	Free 1.35p per page (b&w) 5.30p per page (colour)
Pupil and curriculum policies, including: Curriculum Special educational needs Accessibility Equality Behaviour	Website Hard copy	Free 1.35p per page (b&w) 5.30p per page (colour)
Records management and personal data policies, including: General Data Protection Policy	Website Hard copy	Free 1.35p per page (b&w) 5.30p per page (colour)

Class 6 – Lists and Registers		
Information to be published	**How to get a copy**	**Cost**
Child's attendance register	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

Class 7 – The services we offer		
Information to be published	**How to get a copy**	**Cost**
Leaflets books and newsletters	Website	Free

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

8. How to Request Information

Westfield Nursery School maintains a website at www.westfieldnursery.org and has an ongoing commitment to make as much information available on our website as possible.

If you need a paper version, you can request a copy from the contact detailed below.

If the information you're looking for isn't 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.

Contact Address: Westfield Road, Dunstable, Bedfordshire, LU6 1DL
Tel: 01582 608650
Email: office@westfieldnurseryschool.org

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

9. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

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
"Disbursement" cost	Photocopying/printing @ 1.35p per sheet (black & white)	Actual cost @ 1.35p per sheet (black & white)
Photocopying/printing @ 5.30p per sheet (colour)		Actual cost @ 5.30p per sheet (colour)
Postage		Actual cost of Royal Mail standard 2nd class *

* The actual cost incurred by the school

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

10. Complaints and Feedback

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or need to make a complaint then initially this should be addressed to Elizabeth Collins, Headteacher.

If you are not satisfied with the assistance, you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Office of the Information Commissioner.

This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
or Enquiry/Information Line: 01625 545 745
Website: www.informationcommissioner.gov.uk

11. Monitoring

Governors will review and update this policy annually