

<p>Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</p> <p>Additional Funding Income generation schemes and other sources of funding.</p> <p>Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p> <p>Pay policy The statement of the school's policy and procedures regarding teachers' pay.</p> <p>Staffing and grading structure</p> <p>Governors' allowances Details of allowances and expenses that can be claimed or incurred.</p>	<p>Hard copy from the School</p> <p>Hard copy from the School</p> <p>Hard copy from the School</p> <p>Hard copy from the School</p> <p>Hard copy from the School</p>	
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What our priorities are and how we are doing		
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Strategies and plans, performance indicators, audits, inspections and reviews.	Website	
<p>School profile</p> <ul style="list-style-type: none"> ○ Government-supplied performance data ○ Summary of latest Ofsted report ○ The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community <p>Performance management information Performance management policy and procedures adopted by the governing body.</p> <p>Schools future plans Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p> <p>Every Child Matters / child protection The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.</p>	<p>Website</p> <p>Hard copy from the School</p> <p>Website</p> <p>Website</p>	

How we make decisions		
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Decision-making processes and records of decisions.	Hard copy from the School	
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<p>Current and previous three years as a minimum.</p> <p>Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.</p> <p>Minutes of meetings of the Governing body and its sub-committees Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting</p>	<p>Website</p> <p>Hard copy from the School</p>	
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<p>Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p> <p>School policies This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</p> <p>Pupil and Curriculum policies This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education (Key Stage 4 pupils) and pupil discipline.</p> <p>Records management and personal data policies This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p> <p>Equality and diversity This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p> <p>Policies and procedures for the recruitment of staff If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p>	<p>Website/Hard copy from the School</p>	
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<p>Charging regimes and policies Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.</p>		
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<p>Lists and registers</p>		
<p>Any information the school is currently legally required to hold in publicly available registers.</p>	<p>Hard copy from the School</p>	
<p>The services we offer Information about the services the school provides including leaflets, guidance and newsletters. Current information only.</p>	<p>Website</p>	

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at:

www.hestoncommunityschool.co.uk

Email: info@hestoncs.org

Tel: 02085721931

Contact Address: Heston Community School, Heston Road, Hounslow, TW5 0QR.

Feedback and Complaints

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 wish to make a complaint then initially this should be addressed to The Headteacher, Heston Community School, Heston Road, Heston, Hounslow TW50 QR

If you are not satisfied with the assistance that 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 Information Commissioner’s Office. 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 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website: www.ico.gov.uk