



## PUBLICATION SCHEME

Member of staff responsible	Caroline McKellar
Committee member responsible	Steph Gattenby (Chair)
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Biennial
Date next review due	March 2012

### Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	March 2010	Checked against Information Commissioner's guidelines.

## Statement of intent

Lydiard Millicent Pre-school is committed to being open and transparent. The Pre-school complies with the requirements of the Freedom of Information Act (FOIA) to provide the public with information about our everyday activities and business, as required. This Publication Scheme is based on the Information Commissioner's Office model policy for nursery schools.

## EYFS Key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as partners 2.4 Key person	3.2 Supporting every child 3.4 The wider context	4.4 Personal, social and emotional development

## Classes of Information

The type of information we will make available is as follows:

1. who we are and what we do (for example, the Constitution)
2. what we spend & how we spend it (for example, the annual accounts)
3. what our priorities are and how we are doing (for example, minutes of Committee meetings)
4. how we make decisions (for example, minutes of Committee meetings)
5. policies and procedures (self-explanatory)
6. lists and registers (for example, daily planning files)
7. the services we offer (for example, the welcome pack)

The classes of information will not include

1. personal information
2. information exempt under the FOIA or otherwise prohibited by law
3. information in draft form
4. information that is not readily available because it has been archived or put into similar storage

## Requesting information

A lot of the information requested, such as policies and procedures, will be available via our website. ([www.lydiardmillicentpreschool.org](http://www.lydiardmillicentpreschool.org)) Other information can be requested by e-mail ([CommitteeChair@Lydiardmillicentpreschool.org](mailto:CommitteeChair@Lydiardmillicentpreschool.org)) or by letter addressed to The Chair, Lydiard Millicent Pre-school, The Butts, Lydiard Millicent, Swindon, Wiltshire SN5 3LR. Telephone 01793 772981. Please mark your request 'Publication Scheme Request'.

We will endeavour to fulfil requests within one calendar month of receiving the request.

## Paying for Information

Information will normally be provided free. A charge will be made for any priced items such as printed publications, videos, bound reports or for any request that involves a lot of printing,

photocopying or postage. Where there is a charge, we advise you of the approximate cost before fulfilling your request.

### **Complaints**

If you are unhappy with our response to your request, you should write in the first instance to The Chair, Lydiard Millicent Pre-school, The Butts, Lydiard Millicent, Swindon, Wiltshire SN5 3LR. If we are unable to resolve your complaint, you can make a formal complaint to

The Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone - 0303 123 1113

[www.ico.gov.uk](http://www.ico.gov.uk)