

# Kintore Way Children's Centre

## Freedom of Information Publication Scheme

The Freedom of Information Act 2000 states that public authorities, including all nursery schools, should be clear about the information they make public. This publication scheme sets out the type of information that may be published and how it is available.

### Classes of information to be published

1. Governors' documents, eg the governors' annual report, the centre's instrument of government (ie its scheme of management), and minutes of governors' meetings.
2. The centre's policies on all areas, including those that relate specifically to the children and the curriculum, and those that relate to the centre itself and its staff.
3. Inspection reports and summaries.

Some information, eg personal information, will not be made public.

### Requesting information

The centre may be contacted by phone, fax, email or letter.

Tel: 020 7525 1196

Fax: 020 7231 3953

Email: [kintorewayoffice@southwark.gov.uk](mailto:kintorewayoffice@southwark.gov.uk)

Address: Kintore Way Children's Centre,

Grange Road,

London SE1 3BW.

Correspondence should be marked "Publications Scheme Request".

Information is provided free unless stated otherwise. If a request involves considerable photocopying and/or a large postage charge, the amount will be stated and agreement obtained before the request is carried out.

## Feedback and Complaints

Any comments or complaints about the publication scheme and its implementation should be addressed to :

The Head,

Kintore Way Children's Centre,

Grange Road, SE1 3BW.

If it is considered that a complaint has not been dealt with satisfactorily, a formal complaint should be sent to:

The Office of the Information Commissioner,

Wycliffe House,

Water Lane, Wilmslow,

Cheshire, SK9 5AF, or

Enquiry / Information Line: Tel: 01625 545 745

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

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