



FREEDOM OF INFORMATION POLICY 2025

Approved by: Staffing and Finance

Date: November 2025

Chair of Committee: Mrs N Milford

Headteacher: Mrs N Grimster

Next review due in 2026 or earlier if required

FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. The School has adopted it without modification.

This publication scheme commits the School to make information available to the public as part of its normal business activities.

The scheme commits the School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
 - To specify the information which is held by the School and falls within the classifications below.
 - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
 - To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
 - To publish any dataset held by the School that has been requested, and any updated versions it holds, unless the School is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term „dataset“ is defined in section 11(5) of the Freedom of Information Act. The terms „relevant copyright work“ and „specified licence“ are defined in section 19(8) of that Act.

Classes of Information

• Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

• What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

- **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews

- **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

- **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

- **Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

The method by which information published under this scheme will be made available

The School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the School's capability information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the School will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Obligations under equality 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.

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. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

Written requests

Information held by the School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from **Greasyby Infant School** 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 |
|---|---|
| <p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p> | |
| <p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p> | Website |
| <p>Head teacher's contact details</p> | Website |
| <p>Who's who in the school</p> | Website |
| <p>Who's who on the governing body / board of governors and selection criteria for appointment</p> <p>Governing body's contact details</p> | Website |
| <p>Instrument of Government / Articles of Association</p> | Hard Copy |
| <p>School prospectus</p> | N/A |

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| School session times and term dates | Website |
| <p>Class 2 – What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p> | |
| Annual budget and financial statements | Hardcopy on request |
| Capital funding | Hardcopy on request |
| Financial Audits reports | Hardcopy on request |
| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval) | Hardcopy on request |
| Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range | Hardcopy on request |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members | Hardcopy on request |
| Governors’ allowances that can be incurred or claimed, | Hardcopy on request |

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| and a record of total payments made to individual governors | |
| Procurement and contracts we have entered into | Hardcopy on request |
| Details of any premiums we receive such as Pupil premium. | Hardcopy on request |
| <p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p> | |
| <p>Latest reports from regulators (Ofsted)</p> <ul style="list-style-type: none"> - Summary - Full report - Post-inspection action plan | Website |
| Exam and assessment results | Link on website |
| Performance tables | N/A |
| Careers programme information | N/A |
| The school's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status. | N/A |
| School profile and performance data supplied to the English | Link on website |

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| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Hardcopy on request |
| <p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p> | |
| Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>) | Website |
| Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it. | Hardcopy on request |
| <p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for</p> | |

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| delivering our services and responsibilities Current information only | |
| School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc. | Website |
| Safeguarding and child protection, including protecting children's personal data | Website |
| Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998) | Website |
| Policies and procedures relating to recruitment and human resources | Hardcopy on request |
| Special educational needs | Website |
| Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme) | Website |
| Pay Policy | Hardcopy on request |
| Records management (Information security policies Records retention, destruction and archive policies) | Hardcopy on request |

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| Data protection (including information sharing and CCTV usage policies) | Website |
| Charging regimes and policies | Website |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p> | |
| Curriculum circulars and statutory instruments | Hardcopy on request |
| <p>CCTV</p> <p>Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf</p> | N/A |
| Disclosure logs, ie information provided in response to FOIA/EIR requests | Hardcopy on request |
| Asset register and Information Asset register | Hardcopy on request |
| Any information we are currently legally required to hold in publicly available registers | Hardcopy on request |
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| <p>Class 7 – The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p> | |
| Extra-curricular activities | Website |
| Out of school clubs | Website |
| Services for which we are entitled to recover a fee, together with those fees | Hardcopy on request |
| Requests for paper copies of information | Hardcopy on request |
| Our publications, leaflets, books and newsletters | Website or Hardcopy on request |
| <p>Additional Information</p> <p>Any information that is not itemised in the lists above</p> | |

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 @ 5p per sheet (black & white) | Actual cost |
| | Photocopying @ 10p per sheet (colour) | Actual cost |
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| | Postage | Actual cost of Royal Mail standard 2 nd class |
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| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |