Freedom of Information Publication Scheme

Policy Review
This policy will be reviewed in full by the Governing Body on two yearly basis.

The policy was reviewed and agreed by the Governing Body in September *2026*

It is due for review in September 2028 (up to 24 months from the below date).

Head Teacher		29th Sept 2026
Chair of Governors		29th Sept 2026

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Freedom of Information Publication Scheme

Purpose

The purpose of this document is to set out the various categories of information that maintained school routinely publishes and makes available.

Scope

This document fulfils the requirements set out by the Information Commissioner's Office (ICO) with regard to the minimum content of school publication schemes.

1. Introduction

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 schools, should be clear and proactive about the information they will make public.

Our school is a public authority for the purposes of FOIA and as such is required to adopt the model publication scheme for schools approved by the ICO.

The School is committed to ensuring that it provides access to information in accordance with its obligations under the FOIA, associated regulations and professional guidelines. The School will use all appropriate and necessary means at its disposal to comply with the legislation and associated guidance.

2. What is in the Publication Scheme

The model scheme requires the School, as a public authority, to "produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public".

The Publication Scheme therefore sets 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 ICO expects the School to make the information detailed in this document available within the Publication Scheme unless:

- We do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute.
- The information is readily and publicly available from an external website; such information may have been provided by the School or on its behalf. If that is the case we will provide a direct link to the information.
- The information is archived, out of date, or otherwise inaccessible.
- It would be impractical or resource intensive to prepare the material for routine release.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is either available for you on our website https://www.leamoreprimaryschool.com/ to download and print off or available in paper form from the school on request.

Some information that we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

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. These costs will be listed.

3. 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 or letter. Contact details are set out below **or you can visit our website at** https://www.leamoreprimaryschool.com/

Email: office@leamoreprimaryschool.com
Tel: 01922 710514
Contact Address: Leamore Primary School, Bloxwich Road, Walsall, WS3 2BB

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

If the information you're looking for isn't available via the scheme (and isn't on our website), you can still contact the school to ask if we have it. You can do this by making a Freedom of Information request or Subject Access Request (if you require your personal data) to the School. https://www.leamoreprimaryschool.com/gdpr-freedom-of-information-subject-access-request/

4. Review and Revision

This scheme will be reviewed as it is deemed appropriate, but no less frequently than every 2 years.

Publication scheme review will be undertaken by September 2028.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 5. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such

as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

Charges may be made for actual disbursements incurred such as:

- Repetitive requests
- Vexatious Requests
- If the request is manifestly unfounded or excessive

6. Classes of Information Currently Published

Information to be published	***How the information can be obtained***	***Cost***
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)(This will be current information only)	Website	
● **Instrument of Government** The instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. ● **School prospectus and curriculum** The statutory contents of the school prospectus, as follows: - Information about the implementation of the governing body's policy on pupils with special educational needs (SEN). - A description of the policies relating to disabled pupils, including facilities to improve access Once the prospectus has been published and made available to parents, access to it should be available to anyone. ● **Governing Body** The names, and contact details of the governors should be available and the basis on which they have been appointed. ● **School session times and term dates** Details of school session times and dates of school terms and holidays.	Hard copy from School. Website/hard copy from School Website Website	

● **Location and contact information** The address, telephone number and website for the school together with the names of key personnel.	Website	
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts, financial audit, POE & Sport Premium funding and maintained schools must publish a strategy for the school's use of pupil premium. Current and previous two financial years as a minimum.	Hard copy from School	
● **Annual budget plan and financial statements** Details of the Individual Schools Budget distributed by the Local Authority or directly by central government of from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.	Hard copy from School	
● **Capital Funding** Details of the capital funding allocated to the school together with information on related building projects and other capital projects, and details of any private finance initiatives and public – private partnership contracts. .	Hard copy from School	
● **Additional Funding** Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors).	Hard copy from School	
● **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. Or, information relating to / a link to information held by an organisation which has compiled information on the school's behalf (e.g. local authority or diocese)	Hard copy from School	
● **Pay Policy** The statement of the school's policy and procedures regarding teacher's pay.	Hard copy from School	
● **Staffing and grading structure**		

● **Governor's allowances** Details of allowances and expenses that can be claimed or incurred.	Hard copy from school	
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.	Website	
Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included. ● **School profile** - Government-supplied performance data - Full Copy of Ofsted report or a link to the report on the OFSTED website - 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 - Key Stage 2 results ● **Performance management information** Performance management policy and procedures adopted by the governing body. ● **Schools future plans** Any major proposals for the future of the school involving, for example, consultation or a change in school status. ● **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.	Website Hard copy from School Hard copy from School Website	

Class 4 – How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.	Hard copy from school	
● **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. ● **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.	Website Hard copy from School	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	Website/Hard copy from school	
● **School policies** ● **Pupil and Curriculum policies** ● **Records management and personal data policies** ● **Equality and diversity** ● **Policies and procedures for the recruitment of staff** ● **Charging regimes and policies**	Website/Hard copy from School	
Class 6 – Lists and registers Currently maintained list and registers only.	Hard copy from school	
● **Curriculum circulars and statutory instruments** Statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.		

● **Disclosure logs** If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice. ● **Asset register** We would expect some information from capital asset registers to be available, if such registers are held. ● **Any information the school is currently legally required to hold in publicly available registers**		
The services we offer Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	Website	
Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: ● **Extra-curricular activities** ● **Out of school clubs** ● **School publications** ● **Services for which the school is entitled to recover a fee, together with those fees** ● **Leaflets, booklets and newsletters.**	Website	

7. Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any amendments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Head Teacher.

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 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 the following address:

Information Commissioner Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF

OR
Enquiry/Information Line: 01625 545 700
Email: publications@ic-foi.demon.co.uk
Website: www.ico.gov.uk