

Beeston Primary School

Freedom of Information Policy and Model Publication Scheme

<i>Date agreed by Governing Body</i>	<i>26th January 2026</i>
<i>Review date</i>	<i>January 2027</i>
<i>Person(s) responsible for this policy</i>	<i>Jessica Oxley</i>

1. Background

Our school is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law.

2. Scope

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the General Data Protection Regulations. Requests for access to such information will be governed in line with the requirements of this legislation.

3. Dealing with Requests

School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 school days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, school is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20-school day period. Repeated or vexatious requests for information will be refused. School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450).

School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

4. Adopting and Maintaining Publication Schemes

School has adopted a Publication Scheme in accordance with Section 19 of the Freedom of Information Act and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are



regularly asked for. Material contained within the publication scheme, and a copy of the scheme itself, will be readily available. Where charges are applied these will be stated in the Scheme. The scheme can be accessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

5. Relationship with the General Data Protection Regulations

School is under a legal duty to protect personal data under the General Data Protection Regulations. We will carefully consider our responsibilities under these regulations before releasing personal information about living individuals, including current and former employees and pupils.

6. Responsibilities

School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Headteacher. Complaints regarding the use of this policy should be directed to the Governing Body.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

7. Contact Details

For advice and assistance please contact the Main Office- details listed below:

Tel: 0113 2716978

Email: mainoffice@beestonprimary.org

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at www.informationcommissioner.gov.uk



Model Publication Scheme

Information to be published	How the information can be obtained
Class 1- Who we are and what we do Organisational information, structures, locations and contacts. This will be current information only.	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Governance	Website
Contact details for the Headteacher and for the Governing Body <i>Named contacts where possible with contact number and email address (if used)</i>	Website / Hard copy from the school office
School Prospectus	We are currently working on our new prospectus- all relevant information in the meantime can be found on the school website: http://www.beestonprimaryschool.co.uk
Staffing Structure	Website / Hard copy from the school office
School session times and term dates	Website / Welcome pack
Address of school and contact details, including email address	Website
Information to be published	How the information can be obtained
Class 2- What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum	
Annual budget plan and financial statements	Hard copy- Contact the school office
Capitalised Funding	Hard copy- Contact the school office
Financial Audit Reports	Hard copy- Contact the school office
Details of expenditure items over £2000	Hard copy- Contact the school office
Procurement and projects	Hard copy- Contact the school office
Pay policy	Hard copy- Contact the school office
Staffing and grading structure	Hard copy- Contact the school office
Governors' Allowance	Hard copy- Contact the school office



Information to be published	How the information can be obtained
Class 3- What our priorities are and how we are doing	
Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.	
Performance management policy and procedures adopted by the governing body	Hard copy- Contact the school office
Schools future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy- Contact the school office No current plans to change status in place
Ofsted Report	Website
Safeguarding and Child Protection	Website / Hard copy- Contact the school office
Information to be published	How the information can be obtained
Class 4- How we make decisions	
Decision making processes and records of decisions. Current and previous three years as a minimum.	
Admission policy/decisions (not individual admission decisions)	Website / Hard copy- Contact the school office
Agendas and minutes of meetings of the governing body and its committees. (NB. This will exclude information that is properly regarded as private to the meetings.)	Hard copy- Contact the school office
Information to be published	How the information can be obtained
Class 5- Our policies and procedures	
Current written protocols, policies and procedures for delivering our service and responsibilities. Current information only.	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Equality and diversity (including equal opportunities) policies 	Website / Hard copy- Contact the school office
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Special educational needs • Collective worship • Pupil behaviour 	Website / Hard copy- Contact the school office



Information to be published		How the information can be obtained
Class 6- Lists and Registers		
Currently maintained lists and registers only- this does not include the attendance register. Some information may only be available by inspection.		
Asset Register		Hard copy- Contact the school office
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)		Contact the school office
Information to be published		How the information can be obtained
Class 7- The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.		
Extra-Curricular Activities / After School Clubs		Website / Hard copy- Contact the school office
School publications, leaflets, books and newsletters		Website / Hard copy- Contact the school office
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/printing @ 4p per sheet (black and white)	Actual cost 0.26p per sheet
	Photocopying/printing @ 8p per sheet (colour)	Actual cost 2.6p per sheet
	Postage	Actual cost of Royal Mail standard 1 st or 2 nd class
Statutory Fee	We will comply in accordance with the Freedom of Information Act.	The actual cost incurred by the public authority

