

Growing Together, Shining Forever

Church Aston Infant School



Publication Scheme and Freedom of Information Policy

December 2025



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1 Introduction – Freedom of Information Act 2000

- 1.1 The Freedom of Information Act 2000 provides public access to information held by public authorities.
- 1.2 The Freedom of Information Act requires public bodies to action two specific legal obligations.
- To adopt and maintain a publication scheme setting out details of information that the school will routinely make available and how the information can be obtained;
 - To comply with requests for information.

2 Aims and Objectives

- 3.1 The school aims to:
- enable every child to fulfil their learning potential, with education that meets the needs of each child,
 - help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

3 Freedom of Information Act – Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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.

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- 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 authority that has been requested, and any updated versions it holds, unless the authority 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 the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Publication Scheme

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.

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

Where it is within the capability of a public authority, 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, a public authority 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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination 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 authority 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.

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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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 a public authority 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.

4 Guide to Information

Information available from **Church Aston 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	Cost

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Class 1 - Who we are and what we do		
Information about us; our structures, locations and contacts Current information only	Website and/or hard copy	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Contact details for the school, postal and email address. Where possible, named contacts with telephone number and email address	Website and/or hard copy	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Head teacher's contact details	Website and/or hard copy	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Who's who in the school	Website and/or hard copy	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.

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Who's who on the governing body and selection criteria for appointment Governing body's contact details	Website and/or hard copy	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Instrument of Government	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
School session times and term dates	Website and/or hard copy	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Class 2 – What we spend and how we spend it		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
Annual budget and financial statements	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
Capital funding	Hard copy	Photocopying /printing cost,

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		depending on document size, and any postage.
Financial Audits reports	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
Staff pay – a copy of the Pay Policy	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
Staff Allowances and expenses that can be incurred or claimed – a copy of the Pay Policy	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
Governors' allowances – a copy of the Governor Expenses Policy that can be incurred or claimed.	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
Procurement and contracts we have entered into	Hard copy	Photocopying /printing cost, depending on document size, and any postage.

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Details of any premiums we receive such as Pupil premium.	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
Class 3 – What our priorities are and how we are doing		
Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan	Website and/or hard copy	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Exam and assessment results	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
Performance tables	Website and/or Hard copy	Photocopying /printing cost, depending on document size, and any postage.
The school's future plans e.g. proposals for and any consultation on the future of our school/academy, such as a change in status.	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
School profile and performance data supplied to the Government	Church Aston Infant School - Compare school and college performance data in England - GOV.UK	Website – free. Hard copy - Photocopying /printing cost, depending on

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		document size, and any postage.
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
Class 4 – How we make decisions		
Admissions policy and, where applicable, admission decisions (e.g. application numbers/patterns of successful applicants, including criteria on which applications were successful)	Link to our Admissions authority - Telford & Wrekin Council Telford & Wrekin Council online information Schools and learning School admissions	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy.	Photocopying /printing cost, depending on document size, and any postage.
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copy.	Photocopying /printing cost, depending on document size, and any postage.
School policies and other documents, such as behaviour policy, eSafety, values and ethos etc.	Website where relevant and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on

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		document size, and any postage.
Safeguarding and child protection, including protecting children's personal data	Website where relevant and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Equality and Diversity	Website where relevant and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Policies and procedures relating to recruitment and human resources	Website where relevant and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Special educational needs	Website where relevant and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.

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Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website where relevant and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Pay Policy	Hard copy	Photocopying /printing cost, depending on document size, and any postage.
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Website where relevant and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Charging regimes and policies	Website where relevant and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Hard copy or website; some information may only be available by inspection.	Website – free. Hard copy - Photocopying /printing cost, depending on

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		document size, and any postage.
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	Hard copy; some information may only be available by inspection.	Photocopying /printing cost, depending on document size, and any postage.
Asset register and Information Asset register	Hard copy; some information may only be available by inspection.	Photocopying /printing cost, depending on document size, and any postage.
Any information we are currently legally required to hold in publicly available registers	Hard copy or website; some information may only be available by inspection.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
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	Hard copy or website; some information may only be available by inspection.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Extra-curricular activities	Website and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost,

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		depending on document size, and any postage.
Out of school clubs	Website and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Services for which we are entitled to recover a fee, together with those fees.	Website and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Requests for paper copies of information	Website and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.
Our publications, leaflets, books and newsletters	Website and/or hard copy.	Website – free. Hard copy - Photocopying /printing cost, depending on document size, and any postage.

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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 and/or printing @ 0.19p per sheet (black & white)	Actual cost *
	Photocopying and/or printing @ 1.90p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred

5 How to request information detailed in the scheme

- 5.1 The school is aware of its obligations in relation to the FOIA and intends to fulfil its legal obligations.
- 5.2 Requests for information have to be in writing (letter, email, social media posting) and must include the name of the person requesting information, an address for correspondence and a description of the information sought. Requests should be sent to:

Head Teacher, Church Aston Infant School, Church Aston, Newport, Shropshire, TF10 9JN

Alternatively requests can be e-mailed to: H2033@taw.org.uk

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"**.

- 5.3 The school will provide advice and assistance to people making requests for information. Advice and guidance may be sought from the Head Teacher using the previously stated contact details.
- 5.4 Once we receive your request we may seek more details from you to establish what information you are requesting.
- 5.5 If we do not hold the information you have requested we will confirm this to you and, wherever possible, provide contact details for other public sector bodies that may hold the information you have requested in our response letter.

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- 5.6 If we do hold the information you have requested then we have to assess this to see if any of the exemptions detailed in the FOIA apply. Exemptions can either be 'Absolute' or 'Qualified'. If an exemption is qualified then we will apply the Public Interest Test to decide if the application of the exemption should be overruled due to public interest.
- 5.7 If we are not providing all, or part, of your request we will issue a written refusal notice.
- 5.8 A requester will receive a response to their request within 20 school days of the day we receive it, counting the first working day after the request is received as the first day, regardless of whether we do or do not hold the information. In exceptional circumstances we may not be able to meet the 20 school day deadline, if this is the case we will contact you to let you know when we hope to send the information requested to you.
- 5.9 We will not provide assistance to applicants whose requests are seen to be vexatious or repeated as defined in section 14 of the FOIA. In deciding if a request is either a vexatious or repeated request we will consider guidance from the Information Commissioner's Office.

6 Complaints (Internal Reviews)

- 6.1 In the response the requester receives they will be given details on how to complain if they are not satisfied with the information we have/have not supplied. Where possible the complaint will be processed by a person independent to the original response process.
- 6.2 If you are not satisfied with the assistance that 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 deals with formal complaints. They can be contacted via their website or in writing to:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

7 Fees/Charges

- 7.1 We are allowed to recover our communication costs e.g the costs of printing, copying and postage and packing. If we require a fee to be paid then a fees notice will be sent to the requester. The time limit for complying with a request excludes the time waiting for a fee to be paid. Once we have received the fee we will send out any relevant information within the time remaining.
- 7.2 There is a cost limit for complying with a request, or a series of linked requests, from the same person or group. The limit is currently £450. We may refuse a request if we estimate that the cost of compliance would exceed this limit.

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7.3 If the fees notice has been sent and the requester is not prepared to pay the fee, or we think complying with the request would exceed the cost limit, we may:

- consider whether any information that may be of interest is available free of charge, or;
- consider providing an indication of what, if any, information could be provided without a fee being payable, or;
- consider advising the requester that by refining the request, information may be able to be supplied for a lower fee or at no charge.