



FOI Publication Scheme

Weston On Trent C of E (Aided) Primary School

[Version 1.0]

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Reviewed By (Name)	M Hibbert
Job Role	Headteacher
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1. What is a Publication Scheme

Under the Freedom of Information Act 2000 (FOI), all Public Authorities, including schools, must produce a register of the information they routinely make available to the public. This is known as a publication scheme. Our scheme follows the model approved by the Information Commissioner.

By adopting this scheme, our school commits to:

- Routinely publishing information that falls within the categories listed under Classes of Information
- Describing the information, we make available
- Explaining how that information can be accessed
- Stating any fees that may apply (for example, if paper copies are requested)
- Making the publication scheme itself publicly accessible

2. Classes of Information Currently Published

Information to be published on the Weston on Trent C of E (Aided) Primary School website

The information required to be published on the school website can be found here: [What maintained schools must or should publish online - GOV.UK](#)

Class of Information	Information to be Published	How the Information is Available	Cost
1. Who we are and what we do: <i>Organisational information, structures, locations and contacts</i>	• School contact details • Name of staff member dealing with public enquiries • SENCO contact details (unless special school) • Staffing structure • Who's who on Governing Body • Governor information required by law: names, appointment dates, terms of office, attendance, who appointed them, business & pecuniary interests, relationships with staff/governors, associate members and voting rights • Term dates • School session times & opening hours • Prospectus (if produced) • Instrument of Government / Articles of Association	• website: Weston-on-Trent CofE (VA) Primary School - Home • Hard copy on request from school office	Free / Hard copy cost
2. What we spend and how we spend it: <i>Financial information on</i>	• Annual budget • Financial statements • Capital funding	• website: Weston-on-Trent CofE (VA) Primary School -	Free / Hard

<i>projected and actual income/expenditure, procurement, audits</i>	- Financial audit reports - Procurement information - Expenditure above £5,000 - Senior staff salaries in bands (£5,000) - Staff/governor expenses - Salary disclosure for staff earning over £100k	Home Hard copy on request from school office	copy cost
3. What our priorities are and how we are doing: <i>Strategies, performance indicators, audits, reports</i>	- Performance data - Exam & assessment results (latest validated data must be published) - OFSTED reports - Equality objectives	- website: Weston-on-Trent CofE (VA) Primary School - Home - OFSTED Website: Find an Ofsted inspection report - Hard copy on request from school office	Free / Hard copy cost
4. How we make decisions: <i>Decision-making processes and records</i>	- Governing Body minutes (non-confidential) - Admissions arrangements - Consultation outcomes (where applicable)	- website: Weston-on-Trent CofE (VA) Primary School - Home - Hard copy on request from school office	Free / Hard copy cost
5. Our policies and procedures: <i>Current written protocols, policies and procedures</i>	- Statutory school policies - Child protection & safeguarding - Behaviour policy - School uniform policy - Exclusions & anti-bullying - SEN information (SEND requirements) - Complaints procedure - Charging & remissions policy - Data protection / privacy notices - Health & safety - Remote education provision - Staff HR policies	- website: Weston-on-Trent CofE (VA) Primary School - Home - Hard copy on request from school office	Free / Hard copy cost
6. Lists and registers	- Curriculum information - Asset register (summary) - Governor register of interests - Any other publishable register entries	- website: Weston-on-Trent CofE (VA) Primary School - Home - Hard copy on request from school office	Free / Hard copy cost
7. The services we offer: <i>Information about services provided to the community</i>	- After-school clubs - Extra-curricular activities - School publications (leaflets, newsletters) - Services for parents and the wider community	- website: Weston-on-Trent CofE (VA) Primary School - Home - Hard copy on request from school office	Free / Hard copy cost

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