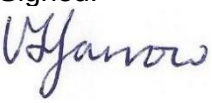
FROXFIELD
CE SCHOOL

Review Cycle:-	Every 3 years	Date of Next Review:-	March 2029
Approver:- Chair of Resources	Signed:- Date:- 27/02/26	Approver:- Head Teacher	Signed:-  Date:- 27/02/26

Freedom of Information Policy

This is Froxfield CE School Publication Scheme on information available under the Freedom of Information Act 2000.
The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed
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. To do this we must produce a publication scheme, setting 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 scheme covers information already published and information which is to be published in the future. Much of the information in our publication scheme is on our website to download and print off or is available in paper form.

Some information which 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.

2. Categories of information published
The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 5 of this scheme. The classes of information that we undertake to make available are organised into four broad topic areas:
• School Prospectus/website – information published in the school prospectus or on our website.
• Governing Body documents
• Pupil and Curriculum – information about policies that relate to pupils and the school curriculum.
• School Policies and other information related to the school

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 www.froxfield.hants.sch.uk
Email: adminoffice@froxfield.hants.sch.uk
Tel: 01730 827251
Contact Address: Froxfield CofE Primary School, High Cross, Froxfield, Hampshire. GU32 1EG

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4. 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, we will let you know the cost before fulfilling your request.

5. Information Currently Published includes:
• School Prospectus
• Governing Body documents
• Instrument of Government
• Agreed minutes of meeting of the governing body for the current academic year. Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.
• Pupil and Curriculum – information about policies that relate to pupils and the school curriculum.
• Home-School Agreement
• Sex and Relationships Education Policy
• Special Education Needs Policy
• Collective Worship Policy
• Child Protection Policy (for safeguarding children)
• Behaviour Policy
• Anti-Bullying Policy
• Complaints procedures
• Curriculum Principles
• School Self-Evaluation Document
• School Policies and other information related to the school including progress and attainment data
• Latest Ofsted and SIAMs Report on the school
• Charging and Remission Policy
• School session times and term dates
• Health and Safety Policy
• SEN Report
• Information about Pupil Premium spending and the impact of this.
• Information about Sports Premium spending and the impact of this.

The Governors have adopted the Hampshire's recommended Manual of Personnel Practice. All policies relating to staffing and personnel can be found within this document.

6. Feedback and Complaints
We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the headteacher.
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 that deals with formal complaints.

They can be contacted at:
Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
or
Enquiry/Information Line: 01625 545 700 E Mail: publications@ic-foi.demon.co.uk.

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All requests for paper copies will be charged at 10p a sheet.

Information to be published	How it can be obtained
Class 1 Data – who we are and what we do:	
• Who's who in the school	• Website
• Who's who on the governing body	• Displayed in school/website
• Instrument of Governance	• On request from the office
• Contact details for the headteacher and for the Governing Body, via the school	• Website
• School prospectus	• Website or free copy from office
• Governors' Impact Statement	• Website
• Staff Structure	• Available from office
• School session times and term dates	• Website
• Address of school and contact details, including email address	• Website
Class 2 – what we spend and how we spend it	
• Annual budget plan and financial statements	• On request from the office
• Capital funding	• On request from the office
• Details of expenditure items over £2000	• On request from the office
• Procurement and contracts the school has entered into	• On request from the office
• Pay Policy	• On request from the office
• Staffing, pay and grading structure	• Written request to the Headteacher
• Pupil Premium Spending	• Website
• Sports Premium Spending	• Website
Class 3 – what our priorities are and how we are doing them	
• The latest OFSTED Report	• Website
• The latest SIAMs Report	• Website
• Performance Management Policy and Procedures	• Written request to headteacher
• School performance data	• Website/online
• The School Self-Evaluation	• Website – summary
• The School Improvement Plan	• Full document available on request
Class 4 – how we make decisions	
• Admissions Policy	• Website
• Agendas of Governing Body meetings	• On request from the office
• Minutes of meetings of the Full Governing Body	• Website
• Minutes of Governing Body Committee Meetings	• On request from the office
Class 5 – our policies and procedures	
• Curriculum – including information about policies that relate to pupils and the school curriculum.	• Key information available on website. More detailed information available on request
• Home-School Agreement	• Website

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• Sex and Relationships Education Policy • Special Education Needs Policy • Collective Worship Policy • Child Protection Policy • Safeguarding Policy • Behaviour Policy • Anti-Bullying Policy • Complaints procedures • Charging and Remission Policy • Health and Safety Policy • Other relevant school policies • Equalities Policy and Objectives • Data protection policies and privacy information • Security information • Retention schedule	• Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • On request • On request
Class 6 – Lists and registers • Curriculum Leaflets • Asset register • Accident records	 • Website and information sent home • On request from the office • Written request to School Business Manager
Class 7 – the services we offer • Current information relating to school activities • Extra-curricular activities • Out of school clubs • Newsletters	 • Website • Website and email • Website and email • Website and email