

Community Primary School Hampshire



Freedom of Information Policy

Adopted on:	Nov 25
Signed on behalf of the Governing Body	Mrs B Read Chair
Review Date	Nov 27



Cherrywood Community Primary School

Freedom of Information Policy

Date agreed: 24 November 2025

Date of review: November 2027

Signed by: Chair of Governors, on behalf of the Governing Body

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. The majority of the information in our publication scheme is either available for you on our website to download and print off or available in paper form (subject to payment as noted below).

Some information which we hold may not be made public and/or our ability to share it is limited, for example personal data as defined in the Data Protection Act 2018 and the General Data Protection Regulations 2018. For more information about this please see our Data Protection Policy and Privacy Notices.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Publication Scheme

2. Aims and Objectives

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. 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'.

Information to be published	How the information can be obtained (Website / Hard Copy / Inspection Only)
Class 1 - Who we are and what we do (<i>Organisational information, structures, locations and contacts</i>) Current information only	
Who's who in the school	Website
Who's who on the governing body, the basis of their appointment and information concerning their roles, attendances at meetings and register of Governor interests	Website
Instrument of Governance	Hard Copy
Governing Body and Committee Terms of Reference	Website / Hard Copy
Contact details for the Head Teacher and for the governing body, via the school office	Website
School prospectus	Hard Copy
Staffing structure	Hard copy

Information to be published	How the information can be obtained (Website / Hard Copy / Inspection Only)
School session times and term dates	Website / Hard Copy
Curricula overviews	Website / Hard Copy
Address of school and contact details, including school email address.	Website / Hard Copy
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> Current and previous two financial years as a minimum	
Annual budget plan and financial statements	Hard Copy
Capital funding	Hard Copy
Financial audit reports (if any)	Hard Copy
Procurement procedures and contracts the school has entered into	Website (Best Value Policy) / Hard Copy
Pay Policy	Website
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website / Hard Copy
Pupil Premium Funding Annual Plan and Annual Review	Website / Hard Copy
Sports Premium Funding Plan and Review	Website / Hard Copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic salary is at least £60,000 per annum) by reference to categories	Hard Copy
Staffing pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range	Hard Copy

Information to be published	How the information can be obtained (Website / Hard Copy / Inspection Only)
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> Current information only	
School Improvement Plan	Website
Performance data – annual summary of SATS results Fuller performance data via www.ofsted.gov.uk	Website
Current Ofsted Report and HMI reports	Website and via www.ofsted.gov.uk
Governing Body Development Plan	Website (Governance)
Governing Body Impact Statement	Website (Governance).
Performance Management policy and capability procedures adopted by the governing body.	Website (Policies)
Safeguarding and child protection policies	Website (Policies)
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> Current and previous three years as a minimum	
Admissions policy / decisions (not individual admission decisions) – where applicable	Website (decision information in hard copy only)
Agendas and minutes of meetings of the governing body (excluding information / documents which are confidential)	Hard Copy
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	
Policies relating to pupils and the curriculum:	Website (Policies)

Information to be published	How the information can be obtained (Website / Hard Copy / Inspection Only)
• Accessibility Policy and Plan • Anti-Bullying Policy • Attendance Policy • Behaviour PolicyBritish Values PolicyChild Protection Policy • Code of Conduct (staff) • CPSHE (including sex education and drugs policies) • Curriculum PolicyE-safety Policy • Equalities Policy and Objectives • Home Learning Policy • Low Level Concerns Policy • Mobile Phone Policy • Pupil Premium Policy • Remote Learning Policy • Restrictive Physical Intervention Policy • RHSE Policy • Safeguarding Policy • SEND Policy • Supporting Pupils with Medical Needs • Suspensions and Exclusion PolicyTeaching & Learning Policy	
Policies relating to the school and general policies: • Best Value Statement • Charging and Remissions Policy • Complaints Policy and Procedure • Data Protection Policy • Freedom of Information Policy	

Information to be published	How the information can be obtained (Website / Hard Copy / Inspection Only)
• Health & Safety Policy • ICT Acceptable Use Policy • Performance Management Policy • Recruitment Policy • Staff Conduct Policy • Whistleblowing Policy	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum circulars and statutory instruments	Hard Copy
Disclosure logs (of requests for information under the Publication Scheme)	Hard Copy
Asset register	By inspection only
Any information the school is currently legally required to hold in publicly available registers	By inspection only
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> Current information only	
Extra-curricular activities	Hard copy
Out of school clubs	Hard copy
Newsletters / Blogs	Website

4. 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

Email: **adminoffice@cherrywood.hants.sch.uk**

Tel: **01252 547896**

Contact address: Mayfield Road, Farnborough GU14 8LH

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 is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

5. Paying for information

We will provide single copies of documents not exceeding 5 pages of A4 free of charge. If you require multiple copies of documents and/or the document requested exceeds 5 pages, you will be charged 10p per sheet plus postage (Royal Mail 2nd class). You will be charged cost plus postage (Royal Mail 2nd class) for any “priced” item such as some printed publications or videos. We will let you know the cost before fulfilling your request.

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:

Mrs K Lewis, Headteacher

Cherrywood Community Primary School, Mayfield Road Hampshire, GU14 8LH.

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:

The Office of the Information Commissioner via their website: www.ico.org.uk or on the helpline: 0303 123 1113.

Linked Documents: Data Protection Policy, Privacy Notices.