



1. Introduction : Publication Scheme

An aim of the Freedom of Information Act 2000 (hereto referred to as FOIA) is that public bodies, including all maintained schools, should be clear and proactive about the information they will make public.

To meet this aim we are required to 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;
- Whether the information is available free of charge or for a payment.

The scheme covers information already published or to be published in the future. All information in our publication scheme is either available on our website to download, or can be made available in paper form on written request.

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.

Please note that this policy does not cover Subject Access Requests for personal information under General Data Protection Regulations (2018) – please see our Privacy Notice and Data Protection Policy – both available on our website or via the school office.

2. Schools Aims and Objectives

Within a Christian ethos, we aim to create a caring community where high standards of teaching and learning enable all our children to develop the skills and knowledge that they will need for life-long learning. We foster the spirit of enquiry in our children, coupled with a sense of self-worth. Individual talents and contributions are valued and celebrated.

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

3. Categories of information published

The publication scheme is a reference 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, and are summarised in section 6 of this scheme.

The classes of information that we undertake to make available are organised into 7 broad topic areas:

- a. Who we are and what we do
- b. What we spend and how we spend it
- c. What our priorities are and how we are doing
- d. How we make decisions
- e. Our policies and procedures
- f. Lists and registers
- g. The services we offer



4. How to request information

We have a duty to provide advice and assistance. Enquirers do not have to say why they require the information, and they do not need to mention the FoIA. We have a duty to respond to the enquiry, to confirm whether the information is held, and if so, to provide access to the information. This can be provided through extracts from documents or a summary of the information sought. Confidentiality of sensitive information in some cases means that the information cannot be provided.

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.andrewsendowed.co.uk

Email: adminoffice@andrewsendowed.hants.sch.uk

Contact Address:

Headteacher,
Andrews' Endowed Primary School
92 London Road
Holybourne
Alton
Hampshire GU34 4EL

Tel: 01420 83094

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

If the information you are 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.

There are only four reasons for not complying with a valid request for information, which are as follows:

1. The information is not held
2. The cost threshold is reached (i.e. it will cost more than £500 or take longer than 18 hours to provide the information)
3. The request is considered repeated or vexatious
4. One or more of the exemptions apply*

* There are a number of exemptions that relate to this, which can be found along with further information at <http://www.education.gov.uk/b0065507/gttl/providing-information/foi-act>

There are prescribed time limits for responding to requests for information (which may be received by letter or email). This is 20 working / school days (excluding school holidays). If we have to clarify the request with the enquirer, the twenty days stops, and restarts when we receive the clarification. The school will maintain a record of requests and refusals (including the reason for refusal).

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

For single copies of information covered by this publication there is a £15.00 administration charge. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a

Andrews' Endowed Church of England Primary School

Freedom of Information Policy

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p3/6

priced item such as some printed publications or videos we will let you know any additional cost before fulfilling your request.

There will be a small charge for hard copies of printed publications, to cover clerical, administration and photocopying cost. The current charge is 10p per sheet.

6. Information to be published

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Current Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Who's who in the school	Website	
Who's who on the governing body / board of governors and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Hard Copy	YES
Contact details for the Head teacher and for the governing body, via the school (named contacts).	Website or on request at the office	
School prospectus	Website	
Annual Report (if any)	n/a	
Staffing structure	Website	
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 (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy	YES
Capital funding	Hard Copy	YES
Financial audit reports	Hard Copy	YES

Andrews' Endowed Church of England Primary School

Freedom of Information Policy

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p4/6

Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Held by Diocese/LA Link provided on request	
Pay policy	Website	
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 actual salary is at least £60,000 per annum) by reference to categories.	n/a	
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	YES
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy Gov Exp Policy	YES
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	(hard copy or website) Hard Copy	YES
<ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website or Hard Copy	YES
Performance management policy and procedures adopted by the governing body.	Website	
Performance data or a direct link to it	Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	n/a	
Safeguarding and child protection	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy	Policy on	

Andrews' Endowed Church of England Primary School

Freedom of Information Policy

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p5/6

	Website	
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	YES
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	(hard copy or website) Website Hard Copy available on request in School Office	YES
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies – Hampshire LA Scheme • Data protection Privacy Notice 	Hard Copy Hard Copy Hard Copy	YES YES YES
Charging regimes and policies	website	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard Copy	YES
Asset register	Hard Copy	YES
Any information the school is currently legally required to hold in publicly available registers	Hard Copy	YES
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)	
Extra-curricular activities	Website	

Andrews' Endowed Church of England Primary School

Freedom of Information Policy

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p6/6

Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters	Website Hard Copy	YES

7. 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 you require further assistance or need to make a complaint, then initially this should be addressed to:

School Admin Officer
Andrews' Endowed CE Primary School
92 London Road
Holybourne
Alton
GU34 4EL

If you are not satisfied with the assistance you get or if we have not been able to resolve your complaint and you feel a more formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. They can be contacted at:

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Helpline: 0303 123 1113
Website: www.ico.org.uk/concerns/