



SHERSTON C OF E



PRIMARY SCHOOL



Freedom of Information Policy

| Date Approved | Review Date | Signed |
|---------------|-------------|---|
| Nov 2025 | Nov 2026 |  |

| Year | Amendments (in Yellow) |
|------|--|
| 2023 | Opening statement link to vision and values Refusing an FOI request |
| 2024 | No changes required |
| 2025 | No changes required |

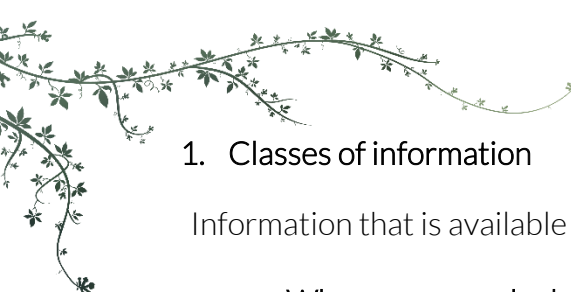


At Sherston C of E Primary we wholeheartedly embrace the vision Learning, Caring & Achieving Together. As an integral part of fostering a safe and nurturing learning environment, we believe in the transparency and open communication that comes with the Freedom of Information Policy. Our school community is committed to promoting an atmosphere where children, parents, staff, and stakeholders work collaboratively, respecting each other's rights to information, fostering a culture of trust, understanding, and shared responsibility. This policy is designed to ensure that information is readily available, accessible, and shared among all involved, thus supporting our collective efforts in learning, caring, and achieving together.

This scheme follows the model approved by the Information Commissioner Office and commits our school to make information available to the public as part of its normal business activities. We will:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- Specify the information which is held by the school and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the school makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school 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 school 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 section 19 of the Freedom of Information Act 2000. The terms 'dataset' and 'relevant copyright work' are defined in sections 11(5) and 19(8) of the Freedom of Information Act 2000 respectively.

Where information is held, along with all associated charges, can be found in our 'Guide to information' which is in the appendix to this document



1. Classes of information

Information that is available under this scheme includes:

- **Who we are and what we do:** Organisational information, locations and contacts, information on 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 school.
- **The services we offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information which **will not** be made available under this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure.
- Information in draft form or notes, documents in older versions, emails or other correspondence.
- 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.

2. How information published under this scheme will be made available

Information covered by this scheme will, as far as possible, be published on the **school website**. Where this is impracticable, or you do not wish to access the information via the **school website**, information covered by this scheme can also be obtained by contacting our DPO at: dpo@sherston.wilts.sch.uk

Requested information under this scheme will be delivered electronically, but paper copies can also be provided.

Where you wish to view any of the information listed above, please request an appointment by contacting our DPO at: dpo@sherston.wilts.sch.uk

Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where we are legally required to translate any information, we will do so. Information can be translated into accessible formats where possible.

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.



To enable us to process your request quickly, please mark correspondence:

“PUBLICATION SCHEME INFORMATION REQUEST”

3. Freedom of information requests

Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000.

To enable us to process freedom of information requests within statutory timeframes, please mark all correspondence:

“FREEDOM OF INFORMATION REQUEST”

An FOI can be refused in the following circumstances:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious
- The request repeats a previous request from the same person.

4. Charges

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 school for routinely published material will be justified and transparent and kept to a minimum.

Material which has been published and accessible on the school website is available free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

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 the school, justified and are in accordance with a published schedule or schedule of fees – this is available via our ‘Guide to information’.

Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:

- Photocopying.
- Postage and packaging.
- The costs directly incurred as a result of viewing information.


Where 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.

Where a request is made to re-use all, or part, of a copyrighted dataset, a charge may be made – this will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where applicable, with regulations made under section 11B of the Freedom of Information Act 2000, or with any other statutory powers held by the school.



5. Feedback

We welcome any comments or suggestions you may have regarding this scheme. Please contact the **governing board** using the contact details on the school website www.sherstonprimary.co.uk





Guide to information

All schools in England that are subject to the Freedom of Information Act (FOIA) 2000, including academies and free schools, are required to complete a 'guide to information' explaining where certain information can be found and what charge can be expected.

Schools are expected to make the information outlined below available unless one of the following conditions applies:

- They do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute
- The information is readily and publicly available from an external website (such information may have been provided either by the school or on its behalf); in such cases, the school must provide a direct link to that information
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release

If this information is only held by another public authority, the school should provide details of where to obtain it.

As a minimum, the ICO expects schools to make available information that is required by statute, by the DfE or by a funding agreement.

Schools may wish to use the ICO's [guidance](#) to help them complete this document.

| Information to be published | How the information can be obtained | Cost |
|---|--|--------------------------------|
| Class 1: Who we are and what we do | | |
| Our organisational information, structures, locations and contacts | Hard copy or website | £ |
| Who's who in the school | www.sherstonprimary.co.uk | Free |
| Who's who on the governing board, and the basis of their appointment | www.sherstonprimary.co.uk | Free |
| Instrument of Government | www.sherstonprimary.co.uk | Free |
| Contact details for the headteacher | www.sherstonprimary.co.uk | Free |
| Contact details for the governing board | www.sherstonprimary.co.uk | Free |
| The school prospectus | www.sherstonprimary.co.uk | Free |
| The school's annual report | www.sherstonprimary.co.uk | Free |
| The school's staffing structure | www.sherstonprimary.co.uk | Free |
| School session times and term dates | www.sherstonprimary.co.uk | Free |
| The school's address | www.sherstonprimary.co.uk | Free |
| The school's contact details | www.sherstonprimary.co.uk | Free |
| The school's email address | www.sherstonprimary.co.uk | Free |
| The school website | www.sherstonprimary.co.uk | Free |
| The names of key personnel | www.sherstonprimary.co.uk | Free |
| Class 2: What we spend and how we spend it | | |
| Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year | Hard copy or website | £ |
| Annual budget plan and financial statements | Hard Copy | see schedule of charges |
| Capital funding | Hard Copy | see schedule of charges |
| Financial audit reports | Hard Copy | see schedule of charges |
| Details of expenditure items over £5000 including costs, supplier and transaction information. [Published at least annually but ideally quarterly or six-monthly where practical.] | Hard Copy | see schedule of charges |
| Procurement and contracts the school has entered into, or information relating to information held by an organisation which | Hard Copy | see schedule of charges |

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| has entered into procurement or contracts on the school's behalf, for example, the LA | | |
| The pay policy | Hard Copy | see schedule of charges |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories | n/a | see schedule of charges |
| The staffing, pay and grading structure | Hard Copy | see schedule of charges |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors | n/a | n/a |
| Class 3: What our priorities are and how we are doing | | |
| Our strategies and plans, performance indicators, audits, inspections and reviews | Hard copy or website | £ |
| [If available] The school profile | n/a | |
| Performance data supplied to the government | www.sherstonprimary.co.uk | free |
| The latest Ofsted summary | www.sherstonprimary.co.uk | free |
| The latest Ofsted full report | www.sherstonprimary.co.uk | free |
| The latest post-inspection action plan | Hard Copy | see schedule of charges |
| The performance management policy and procedures | Hard Copy | see schedule of charges |
| The latest performance data | www.sherstonprimary.co.uk | free |
| The school's future plans [For example, proposals for major changes for the school such as a change in status.] | www.sherstonprimary.co.uk if relevant | free |
| The safeguarding and child protection policies and procedures | www.sherstonprimary.co.uk | free |
| Class 4: How we make decisions | | |
| Our decision-making processes and records of the decision we have made – including the current year and the previous three years | Hard copy or website | £ |
| Admissions policy | www.sherstonprimary.co.uk | free |
| Information pertaining to admissions decisions [Not individual admission decisions.] | www.sherstonprimary.co.uk | free |
| The governing board and its committees' agendas and meeting minutes [This | Hard Copy | see schedule of charges |

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| excludes information that is regarded as private to the meetings.] | | |
| Class 5: Our policies and procedures | | |
| Our current written protocols, policies and procedures for delivering our services and responsibilities | Hard copy or website | £ |
| [Maintained schools only] Capability of staff policy | Hard Copy | see schedule of charges |
| Charging and remissions policy | www.sherstonprimary.co.uk | free |
| School behaviour policy | www.sherstonprimary.co.uk | free |
| Sex education policy | Hard Copy | see schedule of charges |
| Special educational needs (SEN) – SEN information report | www.sherstonprimary.co.uk | free |
| Teacher appraisal policy | Hard Copy | see schedule of charges |
| Teachers’ pay policy | Hard Copy | see schedule of charges |
| Data protection policy | Hard Copy | see schedule of charges |
| Health and safety policy | Hard Copy | see schedule of charges |
| Admissions arrangements | www.sherstonprimary.co.uk | free |
| Accessibility plan | Hard Copy | see schedule of charges |
| Behaviour principles written statement | www.sherstonprimary.co.uk in policy | free |
| Central record of recruitment and vetting checks | Hard Copy | see schedule of charges |
| Complaints procedure statement | www.sherstonprimary.co.uk | free |
| Freedom of information procedures | www.sherstonprimary.co.uk | free |
| Governors’ allowances (schemes for paying) | n/a | n/a |
| Governing board and committee meeting minutes, and papers considered at meetings | Hard Copy | see schedule of charges |
| Premises management documents | Hard Copy | see schedule of charges |

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| Equality information and objectives statement for publication | www.sherstonprimary.co.uk | free |
| Register of pupils' admission to school | Hard Copy | see schedule of charges |
| Register of pupils' attendance | Hard Copy | see schedule of charges |
| Register of business interests of headteachers and governors | www.sherstonprimary.co.uk | free |
| Staff discipline, conduct and grievance (procedures for addressing) | Hard Copy | see schedule of charges |
| Child protection policy and procedures | www.sherstonprimary.co.uk | free |
| Early years foundation stage (EYFS) policy and procedures | Hard Copy | see schedule of charges |
| Statement of procedures for dealing with allegations of abuse against staff | Hard Copy | see schedule of charges |
| Supporting pupils with medical conditions policy | www.sherstonprimary.co.uk | free |
| [Secondary schools and sixth forms only] Provider access policy statement | n/a | n/a |
| Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Information sharing policies | Hard Copy where relevant | see schedule of charges |
| Charging regimes and policies | www.sherstonprimary.co.uk | free |
| Class 6: Lists and registers | | |
| Our currently maintained lists and registers – this does not include our attendance registers | Hard copy or website (Some information may only be available by inspection) | £ |
| Curriculum circulars and statutory instruments | www.sherstonprimary.co.uk | free |
| Disclosure logs | Hard Copy where applicable | see schedule of charges |
| Asset register | Hard Copy | see schedule of charges |

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| Any information the school is currently legally required to hold in publicly available registers | Hard Copy – some links on website | see schedule of charges |
| 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 | www.sherstonprimary.co.uk | free |
| Out of school clubs | www.sherstonprimary.co.uk | free |
| Services for which the school is entitled to recover a fee (and details of the fees) | Hard Copy | see schedule of charges |
| School publications, leaflets, books and newsletters | www.sherstonprimary.co.uk | free |
| Additional information | | |
| n/a | | |
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Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

| Type of charge | Description | Basis of charge |
|-------------------|---|---|
| Disbursement cost | Photocopying/printing charged at 10p per sheet (black and white) | The actual cost incurred by the school |
| | Photocopying/printing charged at 25p per sheet (colour) | The actual cost incurred by the school |
| | Postage | Actual costs of Royal Mail standard 2 nd class |
| Statutory fee | n/a | n/a |
| Other | n/a | n/a |