

# Freedom of Information Publication Scheme

Headteacher	Mrs C Bartolomeo
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Reviewed	Reviewed by	Next review date	Summary of revisions
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Jan 26	C.Pepin	January 27	None

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## Principle

Public authorities including all maintained schools, should be clear and proactive about 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. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme complies with the Freedom of Information Act 2000 and GDPR 2018. It also follows the model scheme for schools approved by the Information Commissioner.

## Aims

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,

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

## 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'. The classes are:

- **Who we are and what we do**
- **What we spend and how we spend it**
- **What our priorities are and how we are doing**
- **How we make decisions**
- **Our policies and procedures**
- **Lists and registers**
- **The services we offer**

### ***The classes of information will not generally include:***

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- 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.

## 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, fax or letter. Contact details are set out below.

Email: [adminoffice@ajs.hants.sch.uk](mailto:adminoffice@ajs.hants.sch.uk)

Tel: **01425 616510**

Contact Address: **Ashley Junior School, Normans Way, New Milton, Hampshire BH25 5FN**

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 isn't available via the scheme, you can still contact the school to ask if we have it.

## Paying for information

Single copies of information covered by this publication are provided free. 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 priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

## Classes of Information

### Who we are and what we do

Organisational information, structures, locations and contacts

#### Instrument of Government

- The name and category of the school
- The name and constitution of the governing body

#### School Prospectus

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

- information about the school's policy on providing for pupils with special educational needs
- description of the policies relating to disabled pupils, including facilities for access and the accessibility plan.

#### Governing Body

- Names and contact details of all governors and the basis on which they have been appointed

#### School session times and term dates

- Details of school session times and dates of school terms and holidays

#### Location and contact information

- The address, telephone number and website for the school together with the names of key personnel

### What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

Financial information for the current and previous two financial years will be available, including the following:

#### Annual Budget Plan and Financial Statements

- Details of the schools budget distributed by the Local Authority and the school annual income and expenditure returns.

#### Capital Funding

- Details of the devolved capital funding allocated to the school, together with

information on related building and other capital projects.

### **Additional Funding**

- Details on any income generation schemes or other sources of funding i.e. donations, grants.

### **Procurement and Contracts**

- Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process

### **Finance Policy**

### **Pay Policy**

### **School Staffing Structure**

## **What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews

### **Published report of the last inspection**

### **Government supplied performance data**

### **School Profile**

The narrative sections covering such areas as:

- What have been our successes this year?
- What are we trying to improve?
- How have our results changed over time?
- How are we making sure that every child gets teaching to meet their individual needs?
- What have pupils told us about the school, and what have we done as a result?
- How do we make sure our pupils are healthy, safe and well-supported?
- What activities and options are available to pupils?
- How are we working with parents and the community?
- What do pupils do after leaving this school?

### **Performance Management Information**

Performance management / IPP policy and procedures adopted by the governing body.

### **Safeguarding and Child Protection**

Policies and procedures that are in place to ensure compliance with safeguarding and promotion of children's welfare guidelines.

## **How we make decisions**

Decision making processes and records of decisions

Information for the current and previous three years will be available including the following:

### **Admissions Policy / Decisions**

- The school admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions will not be published, but information on application numbers / patterns of successful applicants will be

available.

### **Minutes of the Governing Body and it's Committees**

- Minutes, agendas and papers considered at governors meeting with the exception of information that is properly considered to be private to the meeting.

## **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities

### **School Policies**

- Charging Policy
- Health and Safety Policy & Risk Assessments
- Complaints Procedure
- Staff Conduct, Discipline & Grievance
- Pay Policy
- Freedom of Information Policy
- Performance Management Policy
- Whistleblowing Policy
- First Aid Policy

### **Pupil and Curriculum Policies**

- Home – School Agreement
- Curriculum Policies
- Sex Education Policy
- SEN / Able Child Policy
- Collective Worship Policy
- Behaviour / Anti Bullying Policy
- Child Protection Policy
- Safeguarding Policy
- Single Equality Scheme
- Accessibility Plans
- Physical Restraint Policy

### **Records Management & Personal Data Policies**

- Security Policy
- Retention of Records Schedule

### **Equality & Diversity**

- Equal Opportunities Policy
- Single Equalities Scheme
- Inclusion Policy

## **Lists & registers**

Any information the school is currently legally required to hold in publicly available registers

Currently maintained lists and registers only

### **Curriculum circulars and statutory instruments**

- Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher / Governing Body concerning the curriculum

### **Asset Register**

- Inventory of assets and annual checks

### **Disclosure Log**

- Log of information provided in response to requests.

## **The Services we offer**

Information about the services the school provides including leaflets, guidance and newsletters

- Prospectus
- Newsletters to parents
- Out of School Clubs
- Curriculum Newsletters

## **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:

Chair of Governors, Ashley Infant School, Lower Ashley Road, New Milton. BH25 5AA

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. Detail can be found on their website:

[www.ico.org.uk](http://www.ico.org.uk)