



South Walney Infant and Nursery School

FREEDOM OF INFORMATION PUBLICATION SCHEME

2025/26

Approved by ¹	
Name:	Julie Pearson
Position:	Chair of Governors
Signed:	Julie Pearson
Date:	Summer 2025
Review date²:	Summer 2026

¹ The Governing Body are free to determine how to implement.

² The Governing Body are free to determine review frequency.

REVIEW SHEET

Information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any). We keep this sheet to record updates for our records, but we usually publish only the table.

[illegible]

Freedom of Information

Guide to information available from South Walney Infant and Nursery School under the model publication scheme

We referred to the Information Commissioner's Office (ICO) [‘Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme’ \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
Class 1 - Who we are and what we do Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).	Website or hard copy	Free
Head teacher's contact details.	Website	Free
Who's who in the school	Website	Free
Maintained schools only: Who's who on the governing body/board of governors and selection criteria for appointment.	Website	Free
Board of governors	Website	Free
Instrument of Government/Articles of Association.	Hard copy	B&W copy charge at time of request + postage

Current information to be published	How you can obtain information	Cost
School prospectus (if any).	Website/school office	Free
School session times and term dates	Website	Free
Class 2 – What we spend and how we spend it Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.	Hard copy	B&W copy charge at time of request + postage
Annual budget and financial statements	Hard copy	B&W copy charge at time of request + postage
Capital funding.	Hard Copy	B&W copy charge at time of request + postage
Financial audit reports.	Hard Copy	B&W copy charge at time of request + postage
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Hard Copy	B&W copy charge at time of request + postage

Current information to be published	How you can obtain information	Cost
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hard Copy	B&W copy charge at time of request + postage
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard Copy	B&W copy charge at time of request + postage
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy	B&W copy charge at time of request + postage
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority	Hard Copy	B&W copy charge at time of request + postage
Details of any premiums we receive such as Pupil premium.	Website	Free
Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.	Hard copy/Website	B&W copy charge at time of request + postage

Current information to be published	How you can obtain information	Cost
Annual Report.	Hard Copy/Website	B&W copy charge at time of request + postage
Latest report from the regulator Ofsted. • Summary • Full report • Post-inspection action plan	Website	Free
Exam and assessment results.	Website	Free
Performance tables	Website	Free
Our future plans e.g., proposals for and any consultation on the future of our school, such as a change in status.	Website	Free
Our school profile and performance data supplied to the Government (GIAS)	Website	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Hard Copy	B&W copy charge at time of request + postage
Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Hard Copy/Website	
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	Website	Free

Current information to be published	How you can obtain information	Cost
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	Hard Copy	B&W copy charge at time of request + postage
Class 5 – Our policies and procedures Our current written protocols, policies, and procedures for delivering our services and responsibilities As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.	Hard Copy/Website	
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	Website	Free
Safeguarding and child protection, including protecting children's personal data.	Website	Free
Equality and Diversity.	Website	Free
Policies and procedures relating to recruitment and human resources.	Website	Free
Special educational needs and disability.	Website	Free
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Website	Free
Pay Policy	Hard Copy	B&W copy charge at time of request + postage

Current information to be published	How you can obtain information	Cost
Records management and personal data policies, including: - Information security policies - Records retention destruction and archive policies - Data protection (including information sharing and CCTV usage policies)	Website	Free
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	Website	Free
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	Hard Copy	
Curriculum circulars and statutory instruments	Hard Copy	B&W copy charge at time of request + postage
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Hard Copy	B&W copy charge at time of request + postage
Disclosure logs i.e., information provided in response to FOIA requests	By Inspection	Free
Asset register and Information Asset register	By Inspection	Free
Any information we are currently legally required to hold in publicly available registers	Hard Copy	B&W copy charge at time of request + postage

Current information to be published	How you can obtain information	Cost
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Hard copy or website	
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books, and newsletters	Website	Free
Additional Information Any information that is not itemised in the lists above		