

## Freedom of Information and Publication Scheme

### This is Minsterley Primary School Publication Scheme on information available under the Freedom of Information Act 2000

Reviewed and Approved by the Governing Body: October 2025  
Next review due November 2027

*The governing body is responsible for maintenance of this scheme.*

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

#### 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'. These are contained in section 6 of this scheme.

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

*School Prospectus* – information published in the school prospectus.

*Governors' Documents* – information published by the Governors .

*Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.

*School Policies and other information related to the school* – information about policies that relate to the school in general.

#### **4. How to request information from the school**

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: admin@minsterley.shropshire.sch.uk

Tel: **01743 791398**

Fax: **01743 791398**

Contact Address: **Miss Katie Wilcox (Headteacher), Minsterley Primary School, Minsterley, Shropshire. SY5 0BE**

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.

#### **5. Paying for information**

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> </ul>
School Profile and other information relating to the governing body	<p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> <li>list information included in the school profile e.g.</li> <li>performance data</li> <li>summary of Ofsted report</li> <li>school's intentions for the future, etc.</li> </ul>

**Governors' Annual Report and other information relating to the governing body** – this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>the name of the school</li> <li>the category of the school</li> <li>the name of the governing body</li> <li>the manner in which the governing body is constituted</li> <li>the term of office of each category of governor if less than 4 years</li> <li>the name of any body entitled to appoint any category of governor</li> <li>details of any trust</li> <li>if the school has a religious character, a description of the ethos</li> <li>the date the instrument takes effect</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]</p> <p><sup>1</sup>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>

**Pupils & Curriculum Policies** – This section gives access to information about policies that relate to pupils and the school curriculum

<b>Class</b>	<b>Description</b>
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Single Equality Policy	Statement of policy for promoting equality
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour & Discipline Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff.
Staff Grievance Policy	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to pay.

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GUIDANCE FOR SCHOOLS**

Checklist for action on receipt of an information request

- Decide whether the request is a request under the Data Protection Act (personal information about the person making the request), or Freedom of Information Act (everything else).
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them.
- Provide the information if it has already been made public (ie if it has been provided to any person or body other than the school or the LA or the person who the information is about).
- Inform the enquirer if the information is not held.
- Consider whether a third party's interests might be affected by disclosure and if so consult them.
- Consider whether any exemptions apply and whether they are absolute or qualified e.g. are they requesting personal information about somebody else.\*
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information. \*
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit. \*
- Consider whether the request is vexatious or repeated. \*

\* If in any doubt about these issues, please seek advice from either Amanda Osborne – information Governance Officer or Amanda Brooks – Corporate and Community Law Manager

**Remember**

Schools are under a duty to provide advice and assistance to anyone requesting information. The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

**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 if you require further assistance or wish to make a complaint then initially this should be addressed to Mr. Clive Roe, Headteacher.

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:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

or

**Enquiry/Information Line: 01625 545700**

**E mail : publications @ic-foi.demon.co.uk**

**Website:**

**[www. Informationcommissioner.gov.uk](http://www.Informationcommissioner.gov.uk)**