



# **Lime Tree Primary Publication Scheme of information available under the Freedom of Information Act 2000**

## **The Headteacher is responsible for the maintenance of this scheme**

This document outlines information available under the [Freedom of Information Act 2000 \(FOIA\)](#). The Governing Body is responsible for maintenance of this scheme.

One of the aims of the FOIA 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
- 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 either available on our website for downloading and printing, or will be made available in paper form.

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

The publication scheme conforms to the model scheme for schools <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> approved by the Information Commissioner.

## **Categories of information published**

The publication scheme guides you to information which we currently, or have recently published, or which we will publish in the future.

The classes of information that we undertake to make available are:

**Class 1 - Who we are and what we do** (Organisational information, structures, locations and contacts) This will be current information only

**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 as a minimum

**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

**Class 4 – How we make decisions** (Decision making processes and records of decisions) Current and previous three years as a minimum

**Class 5 – Our policies and procedures** (Current written protocols, policies and procedures for delivering our services and responsibilities)  
Current information only; As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government These will include policies and procedures for handling information requests.

**Class 6 – Lists and Registers** Currently maintained lists and registers only (this does not include the attendance register).

**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

**The School Information (England) (Amendment) Regulations 2012** state the statutory contents of the school website are as follows, (other items may be added at the school's discretion):

- Pupil premium allocation, use and impact on attainment
- Curriculum provision, content and approach
- Admission arrangements

The school's policy in relation to behaviour, charging, and special educational needs (SEN) and disability provision

- Links to Ofsted reports and Department for Education (DfE) achievement and attainment performance data
- The school's ethos and values

### **Governor Documents**

The agreed minutes of the Governing Body and its committees. Agreed post – inspection action plans

### **The Instrument of Government**

The Instrument of Government shows:

- The name of the school
- The category of the school
- The name of the Governing Body
- The manner in which the Governing Body is constituted
- The term of office of each category of governor
- Details of any trust
- Date the instrument takes effect

### **Pupils and Curriculum**

This section gives access to information about policies that relate to pupils and the school curriculum.

- Curriculum Policy, schemes of work and syllabuses currently used by the school
- Sex and Relationships Policy
- Special Educational Needs Policy

- Accessibility Plan

## **School Policies**

- Equality Policy and Objectives
- Safeguarding
- Health and Safety
- Behaviour Management
- Complaints
- Charging and remission

## **Parental/registered carer access to personal information data**

Parents/registered carers have a legal right to access to their child's records and personal data (see GDPR and Data Protection Policy)

Only requests from parents/registered carers will be considered. The procedure to be observed by parents and the school is as follows:

- The parent/registered carer makes a written request to the Headteacher to see their child's personal data
- The Headteacher authorises the request once satisfied that the person requesting the information is the parent/registered carer.
- The personal data will be checked to ensure there is no reference to other pupils, or sensitive material concerning other persons. Any such material must be redacted.
- The personal data will be made available for viewing and/or copying. The original material must remain in school and may not be taken off the premises even for short periods of time.

A request for personal information belonging to the requestor should be handled under the terms of the Data Protection Act (DPA) 1998 and treated as a "subject access request" (or SAR). A SAR is where the enquirer asks to see what personal information the school holds about them

## How to request information

If a paper version of any of the documents within the scheme is required, the school may be contacted by email, letter or in person. Contact details are set out below or visit our website for further information.

## Contact Details

For advice and assistance please contact our Data Protection Officer (DPO) Satswana Ltd via email on [info@satswana.com](mailto:info@satswana.com) or by telephone 01252 516898 and use subject heading Freedom of Information request. Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

The school will respond to a request within 20 days (excluding school holidays). In the case of a parent/carer wishing to view a child's personal data the school should respond in 2 school days.

## Paying for Information

Information provided on our website is free.

If any request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or a priced item such as some printed publications or DVDs we will let the applicant know the cost before fulfilling the request. The legal limit for costs is £450. All the information available for inspection at school, may be viewed without any charge. To cover administration costs a small fee will be payable if a personal copy is requested. The school may also recover the costs to school resources that would otherwise support teaching and learning, including staff time.

*An appointment must be made to view material.*

## Information which cannot be made public

Some information, including personal data, will not be made available under this publication scheme. 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 archived storage, or is difficult to access for similar reasons.

## Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you would like to make any comments about the publication scheme, or if you require further assistance or wish to make a complaint, then initially this should be addressed to the 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 addressed, contact 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: 0303 123 1113 or 01625 545 745

E Mail: [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk)

Website: <https://ico.org.uk>

**Annexe A** - Freedom of Information. Guide to information available from Lime Tree Primary School under the model publication scheme

## COPIES

A copy of this document is kept on the school's network and website.

| Information to be published.                                                                                                                      | How the information can be obtained                                                                                                                                                                                                              | Cost |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only |                                                                                                                                                                                                                                                  |      |
| Who's who in the school                                                                                                                           | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. | Free |
| Who's who on the governing body / board of governors and the basis of their appointment                                                           | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |      |
| Instrument of Government / Articles of Association                                                                                                | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |      |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).                                  | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |      |
| Annual Report (if any)                                                                                                                            | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |      |
| Staffing structure                                                                                                                                | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |      |
| School session times and term dates                                                                                                               | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |      |
| Address of school and contact details, including email address.                                                                                   | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a>                                                                                                                                                                         |      |

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|                                                                                                                                                                                                                                                | <b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                             |  |
| <b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum                |                                                                                                                                                                                                                                                  |  |
| Annual budget plan and financial statements                                                                                                                                                                                                    | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |  |
| Capital funding                                                                                                                                                                                                                                | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |  |
| Financial audit reports                                                                                                                                                                                                                        | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |  |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.                                                                                                | <b>Inspection Only</b> – Contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                               |  |
| 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).                                 | <b>Inspection Only</b> – Contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                               |  |
| Pay policy                                                                                                                                                                                                                                     | <b>Inspection Only</b> – Contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                               |  |
| 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. | <b>Inspection Only</b> – Contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                               |  |



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| 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.                                                        | <b>Inspection Only</b> – Contact School office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                                                                                                                                                                                                                                                                                                                |  |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.                                                                                                                                                                | <b>Website:</b> Governors allowances and Expenses policy.<br><b>Hard Copy:</b> Details of expenses claimed available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                                                                                                                                                                                                     |  |
| <b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)<br>Current information as a minimum                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| School profile (if any)<br>And in all cases: <ul style="list-style-type: none"> <li>Performance data supplied to the English Government or a direct link to the data</li> <li>The latest Ofsted</li> <li>Post-inspection action plan –See School development Plan (SDP)</li> </ul> | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Website:</b> <a href="http://www.compare-school-performance.service.gov.uk/">www.compare-school-performance.service.gov.uk/</a><br><b>Website:</b> <a href="https://reports.ofsted.gov.uk/provider/21/137575">https://reports.ofsted.gov.uk/provider/21/137575</a><br><br><b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |  |
| Performance management policy and procedures adopted by the governing body. Is there a Policy/Procedure adopted by the GB?                                                                                                                                                         | <b>Hard Copy:</b> available upon request – contact the school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                                                                                                                                                                                                                                                                                          |  |
| Performance data or a direct link to it                                                                                                                                                                                                                                            | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                                                                                                                                                                                                                  |  |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status                                                                                                                                                 | <b>Hard Copy:</b> available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                                                                                                                                                                                                                                                                                              |  |
| Safeguarding and child protection                                                                                                                                                                                                                                                  | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

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| <b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                              |  |
| Admissions policy/decisions (not individual admission decisions) – where applicable                                                                                                                                                                                                                                                                                                                                                                  | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |  |
| 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).                                                                                                                                                                                                                                                                                   | <b>Hard Copy:</b> available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.<br><b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a> |  |
| <b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only; As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government These will include policies and procedures for handling information requests. |                                                                                                                                                                                                                                              |  |
| Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies – we follow guidance within the IRM</li> <li>• Data protection (including information sharing policies)</li> </ul>                                                                                                                                   | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |  |
| Charging regimes and policies.                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |  |
| <b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                              |  |
| Curriculum circulars and statutory instruments<br>Statutory Instruments                                                                                                                                                                                                                                                                                                                                                                              | <b>Hard Copy:</b> available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                             |  |
| Disclosure logs                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Inspection Only</b> – Contact School office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                               |  |

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| Asset register                                                                                                                                                                                 | <b>Inspection Only</b> – Contact School office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                               |  |
| Any information the school is currently legally required to hold in publicly available registers                                                                                               | <b>Inspection Only</b> – Contact School office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person.                                                                                               |  |
| <b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only |                                                                                                                                                                                                                                              |  |
| Extra-curricular activities                                                                                                                                                                    | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |  |
| Out of school clubs                                                                                                                                                                            | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |  |
| Services for which the school is entitled to recover a fee, together with those fees                                                                                                           | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |  |
| School publications, leaflets, books and newsletters                                                                                                                                           | <b>Website:</b> <a href="http://www.limetree.info">www.limetree.info</a><br><b>Hard Copy:</b> available upon request – contact school office by email <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a> or in person. |  |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above                                                 |                                                                                                                                                                                                                                              |  |
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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE           | DESCRIPTION                                                                                                                                      | BASIS OF CHARGE                                          | CHARGE                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying/printing @ ..p per sheet (black & white) (if 50 or more pages are required to be printed)                                           | Actual cost *                                            | Free<br>( less than 50 pages)<br><br>50 Pages or more<br>Cost Per Page upon request for information |
|                          | If absolutely necessary for document to be read and understood will colour printing be offered<br>Photocopying/printing @ ..p per sheet (colour) | Actual cost                                              | Cost Per Page upon request for information.                                                         |
|                          | Postage                                                                                                                                          | Actual cost of Royal Mail standard 2 <sup>nd</sup> class | Current Cost to be advised before sending                                                           |
| <b>Statutory Fee</b>     | In accordance with the relevant legislation (quote the actual statute)                                                                           |                                                          |                                                                                                     |