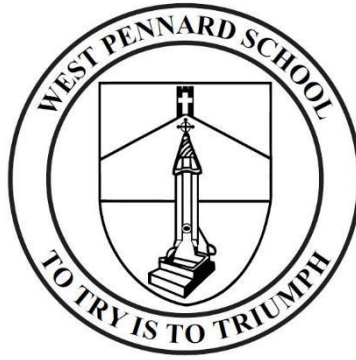




West Pennard C of E Primary School

FREEDOM OF INFORMATION PUBLICATION SCHEME

January 2025

Tony Wheat
Headteacher

Sylvia Smith
Chair of Governors

Ratified by:

Date:

Chair of Governors

Review date:

Jan 2027

FREEDOM OF INFORMATION PUBLICATION SCHEME

Our school vision...

'Since God so loved us, so we must love one another'

(1 John 4 v11)

Valuing our Christian foundation, we care for each other and our world.

We develop resilience, confidence, creativity and independence through our innovative and diverse curriculum; inspiring and motivating everyone to thrive.

Our motto, 'To Try is to Triumph' and growing Christian Values, are central to all that we do.

We link this policy with our Christian values of:

Truthfulness

Compassion

Friendship

Thankfulness

Respect

Forgiveness

Contents

1. Explanatory Note

- [What is a publication scheme?](#)
- [Classes of information](#)
- [Making information available](#)
- [Charges which may be made for information published under this scheme](#)
- [Written requests and contact](#)

2. Publication Scheme

- [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](#)

3. Schedule of charges

What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits our school to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

Classes of information

There are 7 classes of information we hold:

- 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.

Making information available

We will aim to provide as much information as possible on our school website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. We will arrange an appointment to view the information within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so.

Our 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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest 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 is published and accessed on a website will be provided free of charge.

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

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the [Re-use of Public Sector Information Regulations](#) (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

If 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. See Section 3 for our Schedule of Charges.

Written requests and contact

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

If you have a request for information, please contact the school at office@westpennardschool.co.uk or our Data Protection Officer dposchools@somerset.gov.uk

Who we are and what we do

(Organisational information, structures, locations and contacts)

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Address of West Pennard School and contact details, including email address.	Please see the school website: https://www.westpennardschool.co.uk/	Information freely available on school website
Headteacher's contact details	Please see the school website and contact via Office email: https://www.westpennardschool.co.uk/	Information freely available on school website
Who's who in the school	Please see the school website: https://www.westpennardschool.co.uk/	Information freely available on school website
Who's who on the governing board of governors and the basis of their appointment	Please see the school website: West Pennard CofE Primary School - Governors (westpennardschool.co.uk)	Information freely available on school website
Governing body's contact details	Please see the school website via Clerk: West Pennard CofE Primary School - Governors (westpennardschool.co.uk)	Information freely available on school website
Instrument of Government/Articles of Association	Contact the school office or enquire via the school email address	Price on application (POA)

School prospectus	Please see the school website	Information freely available on website
School session times and term dates	Please see the school website: West Pennard CofE Primary School - Induction (westpennardschool.co.uk) https://www.westpennardschool.co.uk/images/newsletters/INSET2018.pdf	Information freely available on website

What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

NB: Current and previous financial year as a minimum

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Contact the school office or enquire via the school email address	POA
Capital funding	Contact the school office or enquire via the school email address	POA
Financial audit reports	Contact the school office or enquire via the school email address	POA
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact the school office or enquire via the school email address	POA
Staff pay – details of senior staff salaries in bands of £5000. For all other posts, identify levels of pay by salary range	Contact the school office or enquire via the school email address	POA
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Contact the school office or enquire via the school email address	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Contact the school office or enquire via the school email address	POA
Procurement and contracts we have entered into	Contact the school office or enquire via the school email address	POA
Details of any premiums we receive such as Pupil premium.	Contact the school office or enquire via the school email address	POA

What our priorities are and how we are doing

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

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
• Latest Ofsted report • Summary • Full report • Post-inspection action plan	On the school website West Pennard CofE Primary School - Performance Data (westpennardschool.co.uk) Latest Ofsted report West Pennard Church of England Primary School - Open - Find an Inspection Report - Ofsted	Information freely available on website
Exam and assessment results	https://www.westpennardschool.co.uk/	Information freely available on website
Performance tables	https://www.westpennardschool.co.uk/	Information freely available on website
The school's/academy's future plans. E.g. proposals for and any consultation on the future of our school/academy, such as a change in status.	Contact the school office or enquire via the school email address	Information freely available on website
The school 's future plans; for example, proposals for and any consultation on the future of the school such as a change in status	Contact the school office or enquire via the school email address	POA
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	https://www.westpennardschool.co.uk/	Information freely available on website

How we make decisions

NB: Current and previous three years as a minimum

Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	On the school website West Pennard CofE Primary School - Admissions (westpennardschool.co.uk)	Information freely available on website
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Contact the school office or enquire via the school email address	POA

Our policies and procedures

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	On the school website West Pennard CofE Primary School - Policies (westpennardschool.co.uk)	Information freely available on website
Safeguarding and child protection, including protecting children's personal data	On the school website West Pennard CofE Primary School - Policies (westpennardschool.co.uk)	Information freely available on website
Equality and diversity policies	On the school website West Pennard CofE Primary School - Policies (westpennardschool.co.uk)	Information freely available on website
Policies and procedures relating to recruitment and human resources	On the school website West Pennard CofE Primary School - Policies (westpennardschool.co.uk)	Information freely available on website
Special educational needs	On the school website West Pennard CofE Primary School - Policies (westpennardschool.co.uk)	Information freely available on website
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	On the school website West Pennard CofE Primary School - Policies (westpennardschool.co.uk)	Information freely available on website
Pay Policy	Contact the school office or enquire via the school email address	POA
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Contact the school office or enquire via the school email address	POA

Charging regimes and policies.	On the school website West Pennard CofE Primary School - Policies (westpennardschool.co.uk)	

Lists and Registers

NB: Currently maintained lists and registers only (this does not include the attendance register).

Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	On the school website West Pennard CofE Primary School - Home (westpennardschool.co.uk)	Information freely available on website
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Contact the school office or enquire via the school email address	POA
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	Contact the school office or enquire via the school email address	POA
Asset register	Contact the school office or enquire via the school email address	POA
Any information the school is currently legally required to hold in publicly available registers	Contact the school office or enquire via the school email address	POA

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	On the school website West Pennard CofE Primary School - Extra Curricular Clubs (westpennardschool.co.uk)	Information freely available on website
Out of school clubs	On the school website West Pennard CofE Primary School - Home (westpennardschool.co.uk)	Information freely available on website
Services for which the school is entitled to recover a fee, together with those fees	On the school website West Pennard CofE Primary School - Home (westpennardschool.co.uk)	Information freely available on website
Requests for paper copies of information	On the school website West Pennard CofE Primary School - Home (westpennardschool.co.uk)	Information freely available on website
School publications, leaflets, books and newsletters	On the school website West Pennard CofE Primary School - Home (westpennardschool.co.uk)	Information freely available on website
Additional information Any information that is not itemised in the lists above	Contact the school office or enquire via the school email address	Information freely available on website

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 0.0019p per sheet (black & white)	Actual cost
	Photocopying/printing @ 0.019p per sheet (colour)	Actual cost
	Postage (85p)	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	If this is relevant to the request for information	In accordance with the relevant legislation