Castle Camps C. of E. (V.C.) Primary School

Policy for

Freedom of Information

Date Approved by the Governing Body: 28th September 2026
Date for Review: September 2027

Freedom of Information Policy

The staff and governors at Castle Camps C of E Primary School provide an environment where children and all school members can be happy, healthy and safe and achieve their full social and intellectual potential.

We do this by:

- Delivering the highest quality teaching and learning.
- Enabling each child to reach their full potential through a wealth of different experiences.
- Providing opportunities for children to develop their skills for learning, life and work.
- Creating an environment in which each child's sense of curiosity, intellect and excitement is stimulated.
- Introducing each child to the Christian faith to promote their spiritual and moral development and to make the teaching of religious education and collective worship a meaningful part of their lives.
- Working in partnership with home, local churches and the wider community to encourage each child to be a responsible citizen.
- Promoting the emotional well-being of every child, equipping them with the confidence and self belief to move forward.

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 that is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information that 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.

The Governing Body is responsible for maintenance of this scheme.

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.

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'.

- *School Prospectus* – information published in the school prospectus
- *Governors' Documents* - information published in governing body documents.
- *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.

How to request information
Many of the documents are available on our website. You will find our website at http://www.castlecampsschool.co.uk

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: office@castlecamps.cambs.sch.uk
Tel: 01799 584 270
Contact Address: Castle Camps C of E Primary School, Church Lane, Castle Camps, Cambs CB21 4TH

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 and isn't on our website, you can still contact the school to ask if we have it.

Paying for information
Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

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.

Classes of Information Currently Published

Who we are and what we do
Organisational information, structures, locations and contacts

- *Instrument of Government*

The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body.

- *School prospectus*

The statutory contents of the school prospectus, as follows:
- information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.
Once the prospectus has been published and made available to parents, access to it should be available to anyone.

- *Annual Report*

Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.

- *Governing Body*

The names, and contact details of the governors should be available 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.

- *Pay policy*

The statement of the school's policy and procedures regarding teachers' pay.

- *Staffing and grading structure*
- *Governors' allowances*

Details of allowances and expenses that can be claimed or incurred.

What our priorities are and how we are doing
Strategies and plans, performance indicators, audits, inspections and reviews.

- *School profile*

- Government-supplied performance data
- Latest OFSTED report
- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community.

- *Performance management information*

Performance management policy and procedures adopted by the governing body.

- *Schools future plans*

Any major proposals for the future of the school involving, for example, consultation or a change in school status.

- *Every Child Matters / Child protection*

The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

How we make decisions
Decision-making processes and records of decisions, available for the current and previous three years.

- *Admissions policy / decisions*

The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.

- *Minutes of meetings of the Governing body and its sub-committees*

Minutes, agendas and papers considered at such meetings should be published as soon as practicable, 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*

This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.

- *Pupil and Curriculum policies*

This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, equality statement, collective worship, and pupil behaviour.

- *Records management and personal data policies*

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- *Equality and diversity*

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

- *Policies and procedures for the recruitment of staff*

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

- *Charging regimes and policies*

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

Lists and registers

- *Curriculum circulars and statutory instruments*

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

- *Disclosure logs*

If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

- *Asset register*

We would expect some information from capital asset registers to be available, if such registers are held.

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

The services we offer

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

- *Extra-curricular activities*
- *Out of school clubs*
- *School publications*
- *Services for which the school is entitled to recover a fee, together with those fees*
- *Leaflets, booklets and newsletters*
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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 the ***Chair of Governors, Castle Camps C of E Primary School, Church Lane, Castle Camps, Cambs CB21 4TH.***

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 organization 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
Enquiry/Information Line: 01625 545 700
E Mail: **publications@ic-foi.demon.co.uk**
Website: **www.informationcommissioner.gov.uk**