

THURSBY PRIMARY SCHOOL



FREEDOM OF INFORMATION PUBLICATION SCHEME

2025 - 2029

Approved by ¹			
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Date:	April 2025	Version No:	1
Review date ² :	April 2029		

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.

Version Number	KAHSC Version Description	Date of Revision/Review
1	Original adopted from KAHSC	April 2025

Freedom of Information

Guide to information available from Thursby Primary 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
<p>Class 1 - Who we are and what we do</p> <p>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).</p>		
<p>Head teacher’s contact details.</p>	<p>School website</p>	<p>Free</p>
<p>Who’s who in the school/academy.</p>	<p>School website</p>	<p>Free</p>
<p>Who’s who on the governing body/board of governors and selection criteria for appointment.</p>	<p>School website</p>	<p>Free</p>
<p>Governing body’s or board of governors’/trustees’ contact details.</p>	<p>School website</p>	<p>Free</p>
<p>Instrument of Government/Articles of Association.</p>	<p>School website</p>	<p>Free / Paper copies charged – see schedule of charges</p>

Current information to be published	How you can obtain information	Cost
School/academy prospectus (if any).	School website	Free
School/academy session times and term dates	School website	Free
<p>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.</p>		
Annual budget and financial statements or the academy annual accounts.	Contacting school office	Free / Paper copies charged – see schedule of charges
Capital funding.	Contacting school office	Free / Paper copies charged – see schedule of charges
Financial audit reports.	Contacting school office	Free / Paper copies charged – see schedule of charges
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Contacting school office	Free / Paper copies charged – see schedule of charges
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Contacting school office	Free / Paper copies charged – see schedule of charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Contacting school office	Free / Paper copies charged – see schedule of charges

Current information to be published	How you can obtain information	Cost
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Contacting school office	Free / Paper copies charged – see schedule of charges
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 or diocese.	Contacting school office	Free / Paper copies charged – see schedule of charges
Details of any premiums we receive such as Pupil premium.	School website	Free / Paper copies charged – see schedule of charges
Class 3 – What our priorities are and how we are doing		
Our current strategies and plans, performance indicators, audits, inspections, and reviews.		
Annual Report.	Contacting school office	Free / Paper copies charged – see schedule of charges
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	School website	Free / Paper copies charged – see schedule of charges
Exam and assessment results.	School website	Free / Paper copies charged – see schedule of charges
Performance tables	School website	Free / Paper copies charged – see schedule of charges

Current information to be published	How you can obtain information	Cost
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	School website	Free / Paper copies charged – see schedule of charges
Our school profile and performance data supplied to the Government (GIAS)	School website	Free / Paper copies charged – see schedule of charges
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.	School website	Free / Paper copies charged – see schedule of charges
Class 4 – How we make decisions		
Our decision-making processes and records of decisions. Current and previous three years as a minimum.		
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.	School website	Free / Paper copies charged – see schedule of charges
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	On request from school office	Free / Paper copies charged – see schedule of charges
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.		

Current information to be published	How you can obtain information	Cost
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	School website	Free / Paper copies charged – see schedule of charges
Safeguarding and child protection, including protecting children’s personal data.	School website	Free / Paper copies charged – see schedule of charges
Equality and Diversity.	School website	Free / Paper copies charged – see schedule of charges
Policies and procedures relating to recruitment and human resources.	School website	Free / Paper copies charged – see schedule of charges
Special educational needs and disability.	School website	Free / Paper copies charged – see schedule of charges
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	School website	Free / Paper copies charged – see schedule of charges
Pay Policy	School website	Free / Paper copies charged – see schedule of charges
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	School website	Free / Paper copies charged – see schedule of charges

Current information to be published	How you can obtain information	Cost
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).	School website	Free / Paper copies charged – see schedule of charges
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)		
Curriculum circulars and statutory instruments	School website	Free / Paper copies charged – see schedule of charges
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	School website	Free / Paper copies charged – see schedule of charges
Disclosure logs i.e., information provided in response to FOIA requests	Contact school office	Free / Paper copies charged – see schedule of charges
Asset register and Information Asset register	Contact school office	Free / Paper copies charged – see schedule of charges
Any information we are currently legally required to hold in publicly available registers	Contact school office	Free / Paper copies charged – see schedule of charges
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Extra-curricular activities	School website	See website

Current information to be published	How you can obtain information	Cost
Out of school clubs	School website	See website
Services for which the school is entitled to recover a fee, together with those fees	School website	See website
School publications, leaflets, books, and newsletters	School website	Free / Paper copies charged – see schedule of charges
Additional Information Any information that is not itemised in the lists above		

Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost - 10p per sheet (black & white)
	Photocopying/printing @ 15p per sheet (colour)	Actual cost - 15p per sheet (colour)
	Postage charged at current cost of Royal Mail standard 2 nd class	Actual cost of Royal Mail standard 2 nd class

Type of charge	Description	Basis of charge
Statutory Fee	When required	In accordance with the relevant legislation (quote the actual statute)
Other		