



New Brighton Primary School

Publication Scheme under the Freedom of Information Act 2000

1. Introduction

1. New Brighton Primary School is committed to being open and transparent in how it operates. We adopt the **Information Commissioner's Office (ICO) Model Publication Scheme** (2009) and publish information proactively unless there is a valid reason not to. [ICO+1](#)
2. This document is our high-level Publication Scheme. It sets out:
 - the classes of information we will publish,
 - how we will make the information available,
 - whether we charge for it, and
 - how people can request information not routinely published.
3. We also maintain a **Guide to Information** (or "Schedule of Publications") which lists the actual documents we publish, their formats, where they are published (e.g. school website, hard copy), and any charges.
4. The Publication Scheme, Guide to Information, and Schedule of Charges will be published on the school website (under "Freedom of Information / About Us") and made available in the school office and on the public noticeboard.

2. How to request information not already published

If you cannot find what you want from our published materials, you may make a formal **Freedom of Information (FOI) request**.

- Your request must be in writing (letter, email) and include your name, contact details, and enough detail to identify the information you seek.
- We will respond as soon as possible, and in any event within **20 school days** or **60 working days**, whichever is shorter. (Exemptions or redaction may apply.)
- We may charge for photocopying, postage, or where legislation allows, but we will notify you of any charge in advance.
- Some information may be withheld if an exemption under FOI applies (e.g. data protection, security, commercial sensitivity) — in such cases we will explain why.

3. Classes of Information We Publish

Below is a summary of the **seven classes** of information required by the ICO's publication scheme. For each class, we describe **what sort of information** we intend to publish and **how** we will make it available.

Class	What we publish	Where & how	Charges (if any)
1. Who we are and what we do	School's legal status, governance, structure, staff list, contact details, school session times, location map	Website (About Us / Our Staff) / school prospectus / display in school office	None for online; for printed copy – cost of photocopying / postage
2. What we spend and how we spend it	Annual budget, audited accounts, financial statements, contracts and tenders above threshold, pay policy	Website (Finance / Transparency section); hard copy on request	As per published Charges Schedule
3. What our priorities are and how we're doing	School development plan, improvement objectives, performance data, inspection reports	Website (School Improvement / Performance)	None online; copying charge for hard copy
4. How we make decisions	Governing body minutes, agendas, termly reports, admissions decisions, consultation documents	Website (Governors / Meetings) / school office	Minimal photocopy / postage charges

5. Our policies and procedures	Key policies (e.g., behaviour, safeguarding, health & safety, recruitment, complaints)	Website (Policies) / hard copy in school office	None for online; charges for printed versions
6. Lists and registers	Asset register, register of interests for governors, admission register (where permitted)	School office or by appointment	As allowed under FOI / data protection constraints
7. Services we offer	Curriculum information, extra-curricular activities, school meals, uniform, extended services	Website (Curriculum / Parents) / school prospectus / leaflet	None for basic information; printed charge if requested

Notes / caveats:

- We will **not** normally publish: draft documents, internal emails/notes, correspondence, or personal information about staff or pupils beyond what is lawful.
- Where parts of a document are exempt, we may publish a redacted version.
- If we decide not to publish something listed above, we will keep a record of the reason.

4. Maintenance and Review

- The Headteacher (or designated Information Officer) is responsible for ensuring that the information listed is kept up to date and published in a timely manner.
- We will review this scheme and our published information at least **annually**, to ensure that the material remains current and to add further disclosures where appropriate.
- Staff will be made aware of our FOI obligations, and relevant training/guidance will be provided.
- When new documents are created (e.g. new policies, reports), we will consider proactively whether they should be published under this scheme.

5. Schedule of Charges (summary)

We aim to keep charges to a minimum, and will only charge for actual costs of reproduction, postage, or where legislation allows. Typical fees include:

- Photocopying: e.g. 10p per A4 sheet
- Large documents: cost of copying + binding

- Postage: cost of first class / special delivery
- Some published items (e.g. prospectus, performance brochures) may be sold at a nominal price

A full **Schedule of Charges** will be published in our Guide to Information.

6. Contact & Publication Scheme Information

Contact for FOI / Publication Scheme requests

New Brighton Primary School

Address: [Insert full postal address]

Telephone: [school phone number]

Email: [school's FOI / enquiries email]

All requests should be clearly marked “**PUBLICATION SCHEME / FOI request**” to help us process them efficiently.

Publication of Scheme Documents:

- This Publication Scheme (short version)
- Full Guide to Information (listing all documents)
- Schedule of Charges