

Talavera Infant School



Talavera Infant School's Publication Scheme and Guide to Information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

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 which is to be published in the future. All information in our publication scheme is available in paper form if it is not readily and publicly available.

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

We adopt in full the Information Commissioner's Office (ICO) model publication scheme. The model publication scheme can be read in full on the ICO website:

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>.

2. 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.

3. 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.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school in writing, or electronically via e-mail.

Email: adminoffice@talavera-inf.hants.sch.uk

Contact Address: **Talavera Infant School, Gun Hill, Aldershot, Hants, GU11 1RG**

To help us process your request quickly, please clearly mark any correspondence **“Freedom of Information – Publication Scheme Request”**

If the information you’re looking for isn’t available via the scheme you can still contact the school to ask if we have it.

Anyone has a right to request information from a public authority. We have two separate duties when responding to these requests;

- to tell the applicant if we hold any information falling within the scope of their request; and
- to provide the information

We have 20 working days to respond to the request.

5. Paying for information

Charges for documentation are listed in section 6 below. We can ask for payment, as appropriate, before supplying the information. The statutory authority for charging is contained in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, in regulation 6.

6. Classes of Information Currently Published

Information to be published	How the information can be obtained (hard copy/online/by inspection)
<i>Who we are and what we do (current information)</i>	
Instrument of Government	Hard copy
An outline of the school curriculum	Website
Governing Body – names, contact details and the basis of Governor appointments and their duties	Website
School session times and term dates	Website
School location and contact information	Website
<i>What we spend and how we spend it</i>	
Annual budget plan & financial statements	on line
Expenditure over £5000	Hard copy

Capital funding	Hard copy
Financial audit reports	Hard copy
Procurement and contracts	by inspection
Staff allowances and expenses	by inspection
Staff Pay & grading structures	Hard copy
Staffing structure	Hard copy
Governors' allowances	Hard copy
Pupil/Sports/Service Premium	Website
TU facility time reporting	Hard copy
<i>What our priorities are and how we are doing</i>	
OfSTED report	on line
End of KS1 performance data	Hard copy
Performance management policy and procedures	Hard copy
Impact Assessments for example Data Protection	Hard copy
<i>How we make decisions</i>	
Admissions policy	Website
Governing body and sub-committee minutes	Hard copy
<i>Our policies and procedures</i>	
Charging and Remissions policy	Website
Health and safety policy	Website
Complaints policy	Website
Whistleblowing policy	Website
Pay policy	Hard copy
Staffing structure (as an appendix to the Pay Policy)	Hard copy
Attendance policy	Website
SEND policy	Website
Equalities policy	Website
Behaviour policy	Website
Data protection policy	Website
Performance management policy	Hard copy
Child protection	Website
Safeguarding Policy	Website
Supporting Children with Medical Conditions policy	Website
Record retention policy	Hard copy
Other school policies	Hard copy
<i>List and registers</i>	
Statutory instruments	Hard copy
Disclosure logs	by inspection
Inventory	by inspection
<i>The services we offer</i>	
Breakfast Club and After School Hangout Club	Website
Extra-curricular activities	Website
Newsletters	via e-mail and school website

Schedule of charges		
Disbursement cost	Description	Basis of charge
	photocopying @ 3p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	There is no statutory right to charge for information (unless supplying and locating the information would take more than 18 hours of staff time) but we have a right to charge for expenses incurred (see above)	See Section 5 (Paying for information) above

7. 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 ***Mrs Liz Mathias, Chair of Governing Body, via the school office***

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 organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Enquiry/Information Line: 0303 123 1113

Website : www.ico.org.uk

Responsibility:	Resources and Premises
Review cycle:	3 years
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