Publication Scheme on Information Available Under the Freedom of Information Act 2000

Potters Gate Primary School and St. Andrew's Infant School

Policy effective from	
Approved by	Jayne Venables
Last reviewed on	September 2026
Next review due by	September 2027

Version history			
Version	**Description of change**	**Author**	**Approved**
1.0	Original Version	Jayne Venables	LC

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

One of the aims of the Freedom of Information Act 2000 (the FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this **Potters gate Primary School and St Andrew's Infant School** must produce a publication scheme, setting out:

- the classes of information which it publishes or intends 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 the School's publication scheme is available on the School's website, or in paper form on request.

Some information which the School holds may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Categories of information published

The publication scheme guides users to information which the School currently publishes (or has recently published) or which the School will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 5 of this scheme.

The classes of information that the School undertakes to make available are organised into four broad topic areas:

- School Prospectus – information published in the school prospectus.
- Governors' Documents – information published in the Governors Annual Report and in other 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.

3. How to request information

Requests for a paper version of any of the documents within the scheme can be made by contacting the School by telephone, email, or letter or the material can be download from the School's website
https://www.potters-gate.surrey.sch.uk/
https://www.standrews-infant.surrey.sch.uk/. Contact details are set out below:

Email: **jvenables@potters-gate.surrey.sch.uk**

Telephone: **Potters Gate: 01252 715619**
St. Andrew's; 01252 716305

Contact Address: **Potters Gate, Farnham. GU97BB**

St. Andrew's. Upper Church Lane. Farnham. GU97PW

To help the School process a request quickly, applicants should clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS).

If the required information isn't available via the scheme, and isn't on the School's website, applicants are still welcome to contact the School to ask if it is available.

4. Paying for information

Single copies of information covered by this publication are provided free of charge unless stated otherwise in section 5. If a request means that the School has to undertake a considerable amount of photocopying or printing (20 or more copies), or pay a large postage charge, or the request is for a priced item, such as some printed publications or videos, the School will let the applicant know the cost before fulfilling their request.

5. Classes of information currently available

The publication scheme guides applicants to information which the School currently publishes (or has recently published) or which the School will publish in the future.

Class	Description
School Website	• The name, address, website and telephone number of the School, and the type of school. • The name of the headteacher. • Information about the School's policy on providing for pupils with special educational needs. • A statement of the School's vision and aims. **Plus loose leaf information** • Information on the School's policy on admissions. • National Curriculum assessment results for Key Stage **1 and 2** with national summary figures. • School term dates, times, attendance and punctuality. • Uniform.

Governors' Documents

Class	Description
Local Committee Documents	• The name of the School. • The category of the School. • The name of the Local Committee. • The manner in which the Local Committee is constituted. • The term of office of each category of Local committee member if less than 4 years. • The name of anybody entitled to appoint any category of Local Committee Member. • A description of the School's ethos, • The date the instrument takes effect.
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees for the current and last full academic year.

Pupils and Curriculum Policies (You may want to list those that you have)

Class	Description
Home - School Agreement	Statement of the School's aims and values, the School's responsibilities, the parental responsibilities, and the School's expectations of its pupils, for example homework arrangements.
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the School.
SEND Policy	Information about the School's policy on providing for pupils with special educational needs.
RE Policy	Information on the School's policy and the right of parents to withdraw children.
Complaints Policy	Outlines how the School aims to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern.
Equality policy	Statement of policy for promoting equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.

Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the School.
Behaviour policy	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying.

School Policies and Other Information Related to the School

Class	Description
Published Reports of Ofsted Referring Expressly to the School	Published report of the last inspection of the School.
Charging and Remissions Policies	A statement of the School's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips.
School Session Times and Term Dates	Details of school session and dates of school terms and holidays.
Health and Safety Policy and Risk Assessments	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
Complaints Procedure	Statement of procedures for dealing with complaints.
Staff Conduct, and Disciplinary and Capability Procedures and Policy	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Curriculum Policies and Statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the headteacher or governing body relating to the curriculum.
Policy Index Other Documents	Policy Index provides a list of other documents that are held by the School and are available on request.

6. Feedback and complaints

The School welcomes any comments or suggestions about the scheme. Anyone wishing to make any comments about this publication scheme or requiring further assistance or wishing to make a complaint should initially address the item to: The Executive Headteacher at **Potters Gate Primary School and St. Andrew's Infant School**.

If the assistance provided is not considered satisfactory, or if the School has not been able to resolve a complaint and it is felt 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:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or

Enquiry/Information Line: 01625 545 700

E Mail: Spublications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk