



# WELLESLEY PRIMARY SCHOOL

Freedom of Information Policy

Issue No: 2  
Date: Summer 2016

Approved by Governors: 21<sup>st</sup> July 2013

# Freedom of Information

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## Change Record Sheet

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Issue No	Date	Summary of Change	Amended by:
1	Summer 2013	Policy Reviewed	
2	Summer 2016	Policy Reviewed – email change	Heather Small

## Summary

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Wellesley Primary School Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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

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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:

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- 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. Items shown with an asterisk are available on the website for you to download and print off.

Some information which 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.

## Aims and Objectives

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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'.

The classes of information that we undertake to make available are organised into seven broad topic areas:

Class 1 – Who we are and what we do

Class 2 – What we spend and how we spend it

Class 3 – What our priorities are and how we are doing

Class 4 – How we make decisions

Class 5 – Our policies and procedures

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Class 6 – Lists and Registers

Class 7 – The services we offer

### How to request information

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All documents are available to look at in school. 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 or you can visit our website at [www.wellesleyschool.co.uk](http://www.wellesleyschool.co.uk)

Email: [wellesleyprimary@sgmail.org.uk](mailto:wellesleyprimary@sgmail.org.uk)

Tel: 01454 866740

Fax: 01454 866742

Contact Address: Edgeworth, Yate, Bristol, BS37 8YR

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please)

### Paying for information

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Information published on our website is free. 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 publication we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated.