FOI Publication Scheme

Etwall Primary School

[Version 1.0]

Last Reviewed	**September 2026**
Reviewed By (Name)	**Gemma Peplow**
Job Role	**School Business Manager**
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1. What is a Publication Scheme

Under the Freedom of Information Act 2000 (FOI), all Public Authorities, including schools, must produce a register of the information they routinely make available to the public. This is known as a publication scheme. Our scheme follows the model approved by the Information Commissioner.

By adopting this scheme, our school commits to:

- Routinely publishing information that falls within the categories listed under Classes of Information
- Describing the information, we make available
- Explaining how that information can be accessed
- Stating any fees that may apply (for example, if paper copies are requested)
- Making the publication scheme itself publicly accessible

2. Classes of Information Currently Published

Information to be published on the Etwall Primary School website

The information required to be published on the school website can be found here: What maintained schools must or should publish online - GOV.UK

Class of Information	Information to be Published	How the Information is Available	Cost
1. Who we are and what we do: ***Organisational information, structures, locations and contacts***	• School contact details • Name of staff member dealing with public enquiries • SENCO contact details (unless special school) • Staffing structure • Who's who on Governing Body • Governor information required by law: names, appointment dates, terms of office, attendance, who appointed them, business & pecuniary interests, relationships with staff/governors, associate members and voting rights • Term dates • School session times & opening hours • Prospectus (if produced) • Instrument of Government / Articles of Association	• School website Etwall Primary School - Home • Hard copy on request available from the school office	Free / Hard copy cost
2. What we spend and how we spend it: ***Financial information on***	• Annual budget • Financial statements • Capital funding	• School website Etwall Primary School - Home	Free / Hard

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projected and actual income/expenditure, procurement, audits	• Financial audit reports • Procurement information • Expenditure above £5,000 • Senior staff salaries in bands (£5,000) • Staff/governor expenses • Salary disclosure for staff earning over £100k	• Hard copy on request available from the school office.	copy cost
3. What our priorities are and how we are doing: ***Strategies, performance indicators, audits, reports***	• School Improvement/Development Plan • Performance data • Exam & assessment results (latest validated data must be published) • OFSTED reports • Equality objectives	• School website Etwall Primary School - Home • OFSTED Website: Find an Ofsted inspection report • Hard copy on request available from the school office	Free / Hard copy cost
4. How we make decisions: ***Decision-making processes and records***	• Governing Body minutes (non-confidential) • Admissions arrangements • Consultation outcomes (where applicable)	• School website Etwall Primary School - Home • Hard copy on request available from the school office	Free / Hard copy cost
5. Our policies and procedures: ***Current written protocols, policies and procedures***	• Statutory school policies • Child protection & safeguarding • Behaviour policy • School uniform policy • Exclusions & anti-bullying • SEN information (SEND requirements) • Complaints procedure • Charging & remissions policy • Data protection / privacy notices • Health & safety • Remote education provision • Staff HR policies	• School website Etwall Primary School - Home • Hard copy on request available from the school office	Free / Hard copy cost
6. Lists and registers	• Curriculum information • Asset register (summary) • Governor register of interests • Any other publishable register entries	• School website Etwall Primary School - Home • Hard copy on request available from the school office	Free / Hard copy cost
7. The services we offer: ***Information about services provided to the community***	• After-school clubs • Extra-curricular activities • School publications (leaflets, newsletters) • Services for parents and the wider community	• School website Etwall Primary School - Home • Hard copy on request available	Free / Hard copy cost

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		from the school office	

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