

Stoke Park Infant School

Freedom of Information Policy 2026-2027



Approved by	FGB
Reviewed date	March 2026
Next review date	Spring 2027
Responsible person	Headteacher
Committee responsible	FGB
Regularity of review	Annual

This is the School Publication Scheme on information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

Our full title and address for sending requests for any documents is: **Stoke Park Infant School, Abbotsbury Road, Bishopstoke, Eastleigh, Hants SO50 8NZ F.A.O. The School Business Manger**

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 either available for you on our website to download and print off or available in paper form. 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.

2. 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'. These are contained in section 5 of this scheme.

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

- *School Prospectus* - information published in the school prospectus.
- *Governors' Documents* - information published in governing body documents.
- *Pupils & Curriculum* - information about policies that relate to pupils and the school curriculum.
- *School Policies* - information about policies that relate to the school in general.

3. How to request information

You can request a copy of the information you want with the contact details below or visit our website at www.stokepark-inf.hants.sch.uk

If the information you're looking for isn't available via the scheme and isn't on our website, you can still ask if we have it. You can contact the school by telephone, email or letter:

Email: **adminoffice@stokepark-inf.hants.sch.uk**

Tel: **02380 601773**

Address: **Stoke Park Infant School, Abbotsbury Road, Bishopstoke, Eastleigh, Hants. SO50 8NZ**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST"** (in bold CAPITALS).

4. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise. 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 publications or videos we will let you know the cost before fulfilling your request. Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

5. Classes of Information Currently Published

5.1 School Prospectus - this section sets out information published in the school prospectus.

School Prospectus

The statutory contents of the school prospectus are as follows, (other items may be included at the school's discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the headteacher and chair of governors
- information about admissions
- a statement of the school's ethos and values
- details of the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
- information about the school's policy on providing for pupils with special educational needs
- number of pupils on roll and rates of pupils' authorised and unauthorised absences

5.2 Governing body information - this section sets out information from Governing Body documents.

Instrument of Government

- The name of the school
- The category of the school
- The name of the governing body
- The manner in which the governing body is constituted

- The name of any person entitled to appoint any category of governor
- Details of any trust
- If the school has a religious character, a description of the ethos of the school
- The date the instrument takes effect

Minutes of meetings of the Governing Body and its committees

Minutes from governors' board and committee meetings¹

5.3 Pupils & Curriculum Policies - this section gives access to information about policies that relate to pupils and the school curriculum.

Curriculum Policy

Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.

Relationships, Health & Sex Education Policy

Written statement of policy with regard to sex education.

Collective Worship Policy

Statement of arrangements for the required daily act of collective worship.

School Behaviour & Regulation Policy

Written statement of general principles on behaviour & regulation including any anti bullying policy as appropriate.

5.4 School Policies – This section gives access to information about policies that relate to the school in general.

Reports of School Inspections under Sections 10 and 23 of the School Inspections Act 1996

Report of an inspection of the school and the summary of the report.

Charging & Remissions Policy

A statement of the school's policy with respect to charges

School Session Times

Details of school session and dates of school terms and holidays.

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot, therefore, publish this.

Special Educational Needs & Disability Policy

Information about the school's policy on providing for pupils with special educational needs.

Accessibility Plan

Written plan of improvements to access for pupils with disabilities.

Health and Safety Policy

Written 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.

Child Protection Policy

Statement of general principles on Child Protection arrangements.

School Complaints Policy

Statement of procedures for dealing with complaints.

Staff Appraisal (Performance Management Policy)

Statement of procedures adopted by the governing body relating to staff appraisal.

Staff Code of Conduct & Staff Disciplinary Policy

Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

6. 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 need to make a complaint then initially this should be addressed to:

The School Business Manager, Stoke Park Infant School, Abbotsbury Road, Bishopstoke, Eastleigh, Hants. SO50 8NZ

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:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

OR

Online form: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

This policy has been impact assessed in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Explanatory Notes

The Freedom of Information (Fol) Act 2000

The FOI Act received Royal Assent on 30 November 2000. The primary object of the legislation is to confer a right on individuals to obtain disclosure of information held by public bodies, including schools, rather than leaving them to confer access to the information they hold as a favour. This is achieved in two ways:

- *Publication schemes* - by imposing on public authorities a positive duty to make information available through the publication of schemes setting out what information they hold and how/where the information is available to an interested individual
- *Access rights* - by giving the individual who makes a request for information the right to be told whether the body holds such information, and if it does the right to have that information communicated to him. This individual right of access to information will be brought into force for all public authorities (including schools) in January 2005

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