



Freedom of Information: Scheme of Publication

A guide to the available information held at Pimperne CE VC Primary School

Reviewed: Sept 2023



'As each one does their part, we grow in love'
Ephesians 4 vs.16



Freedom of Information Publication Scheme

The method by which information published under this scheme will be made available.

Pimperne Primary School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of school, information will be provided on a website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Also a request can be refused under the following circumstances:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

In addition, the Freedom of Information Act contains a number of exemptions that allow the school to withhold information from a requester.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

The school will use its best endeavours to avoid levying charges.

Written Requests

Information held by Pimperne Primary School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Expiry Date

This publication scheme will remain current until further notice.

Guide to Information available from Pimperne Primary School under the Freedom of Information Publication Scheme

Information to be Published	How the information can be obtained
Who we are and what we do	
Governing Body Information	School website
Staff Teams within school	School website
Location and Contact information	School website
Main School Prospectus / Class Handbooks	School website
EYFS Guide	School website
School Session times and term dates	School website
What we spend and how we spend it	
Annual Budget	On request
Capital Funding & Projects	On request
Staffing Structure	On request
Use of Pupil Premium	School website
Governors Allowances	School website
Pay Policy	School website
What our priorities are and how we are doing	
OFSTED Report	School website
SIAMS Report	School website
Government supplied Performance Data	School website
School Improvement Plan	On request
Safeguarding and child protection	School website
How we make decisions	
Admissions policy	School website
Admissions – application numbers / number successful	On request
Governing Body scheme of delegation	On request
Governor Meeting Minutes	On request
Our policies & procedures	
Charging and remissions policy	School website
Special educational needs and disability	School website
Accessibility plan & policy	School website
Complaints Policy & Procedure	School website
Behaviour Policy	School website
Equality	School website
Freedom of information	School website
Collective Worship	School website
Other school policies	School website
Lists and Registers	
Curriculum circulars and statutory instruments	On request of meeting with Head
Disclosure Logs	On request of meeting with Head
Asset Register	On request of meeting with Head

Any information the school is currently legally required to hold in publicly available registers. (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER.)	On request of meeting with Head
The services we offer	
Extra-curricular activities	School website
School publications	School website or On request
Extended Care Clubs	School website
Leaflets, booklets and newsletters	School website or On request
*On request – in writing or by email to office@pimperne.dorset.sch.uk	

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying – black & white, A4/A3 – 3p	Actual Cost
	Photocopying – colour, A4/A3 – 5p per sheet single-sided	Actual Cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation charge