

Freedom of Information Policy and Publication Scheme

Hayward's Primary School



Written by:

Based on School Pro
Model Policy

Signed:

Approved by Governors:

Summer 2026

Next review due by:

Summer 2027

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of 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.

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

The authority 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 a public authority, 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, a public authority 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.

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 authority 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions

Information available from Hayward’s Primary School under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do		
Information about us; our structures, locations and contacts Current information only		
Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address	Available on the website – contact us section of the website https://www.haywards.org/page/?title=Contact&pid=2	No Cost
Head teacher’s contact details	Available on the website – homepage https://www.haywards.org/	None
Who’s who in the school	Available on the website – about us/our staff https://www.haywards.org/page/?title=Our+Staff&pid=17	None

Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Available on the website – about us/governors https://www.haywards.org/page/?title=Our+Governors&pid=16	None
Instrument of Government / Articles of Association	Available on the website – about us/governors https://www.haywards.org/page/?title=Our+Governors&pid=16	None
School prospectus	Available on the website – about us/prospectus https://www.haywards.org/page/?title=Prospectus&pid=19	None
School session times and term dates	Times available on the website – parents https://www.haywards.org/page/?title=Parents&pid=7 Term dates available on the website – parents/term dates https://www.haywards.org/page/?title=Term+Dates&pid=48	None
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		
Annual budget and financial statements	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Capital funding	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Financial Audits reports	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Available within the Pay Policy. Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Available on the policy page of the website https://www.haywards.org/page/?title=Policies&pid=21	None

	For total payments - available in writing from the School Business Manager - office@haywards.devon.sch.uk	
Procurement and contracts we have entered into	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Details of any premiums we receive such as Pupil premium.	Available on the website – about us/ Pupil Premium https://www.haywards.org/page/?title=Pupil+Premium&pid=41 Published within the Pupil Premium report published on the same page.	None
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
Annual Report		
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as appropriate</i>) - Summary - Full report - Post-inspection action plan	Available on the website – about us/performance – OFSTED https://www.haywards.org/page/?title=Performance%2FOFSTED&pid=20	None
Exam and assessment results	Available on the website – about us/performance – OFSTED https://www.haywards.org/page/?title=Performance%2FOFSTED&pid=20	None
Performance tables	Available on the website – about us/performance – OFSTED https://www.haywards.org/page/?title=Performance%2FOFSTED&pid=20	None
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Available in writing from the Headteacher – office@haywards.devon.sch.uk	None
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Available on the website – about us/performance – OFSTED https://www.haywards.org/page/?title=Performance%2FOFSTED&pid=20	None
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Available in writing from the Headteacher – office@haywards.devon.sch.uk	None

Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Available on the website – parents/admissions https://www.haywards.org/page/?title=Admissions&pid=23 Available on the policy page of the website https://www.haywards.org/page/?title=Policies&pid=21	None
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Minutes available in writing from the Clerk to the Governors – Sandra Thresher. Request made in email to sthresher@haywards.devon.sch.uk or in writing to the school office.	None
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Available on the policy page of the website https://www.haywards.org/page/?title=Policies&pid=21	None
Safeguarding and child protection, including protecting children’s personal data	Available on the policy page of the website https://www.haywards.org/page/?title=Policies&pid=21	None
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Available on the website – parents/equality page. https://www.haywards.org/page/?title=Equality&pid=358 Policy Available on the policy page of the website https://www.haywards.org/page/?title=Policies&pid=21	None
Policies and procedures relating to recruitment and human resources	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Special educational needs	Available on the website – about us/SEND page. https://www.haywards.org/page/?title=SEND&pid=42 Policy Available on the policy page of the website https://www.haywards.org/page/?title=Policies&pid=21	None
Customer service and Complaints policies and procedures (including	Policy Available on the policy page of the website	None

those covering handling requests for information and operating the publication scheme)	https://www.haywards.org/page/?title=Policies&pid=21	
Pay Policy	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Records management (Information security policies • Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Policy Available on the policy page of the website https://www.haywards.org/page/?title=Policies&pid=21	None
Charging regimes and policies	Policy Available on the policy page of the website https://www.haywards.org/page/?title=Policies&pid=21	None
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Available in writing from the Office – office@haywards.devon.sch.uk	None
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Disclosure logs, ie information provided in response to FOIA/EIR requests	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Asset register and Information Asset register	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Any information we are currently legally required to hold in publicly available registers	Available in writing from the School Business Manager – office@haywards.devon.sch.uk	None
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only		
Extra-curricular activities	Available in writing from the School Office - office@haywards.devon.sch.uk	None
Out of school clubs	Some possible in the newsletter. Newsletters available on the school website – newsletter https://www.haywards.org/page/?title=Newsletters&pid=3	None

Services for which we are entitled to recover a fee, together with those fees	Letting Policy available from the School website. Policy Available on the policy page of the website https://www.haywards.org/page/?title=Policies&pid=21	None
Requests for paper copies of information	Available in writing from the School Office - office@haywards.devon.sch.uk	None
Our publications, leaflets, books and newsletters	Available in writing from the School Office - office@haywards.devon.sch.uk Newsletters available on the school website – newsletter https://www.haywards.org/page/?title=Newsletters&pid=3	None