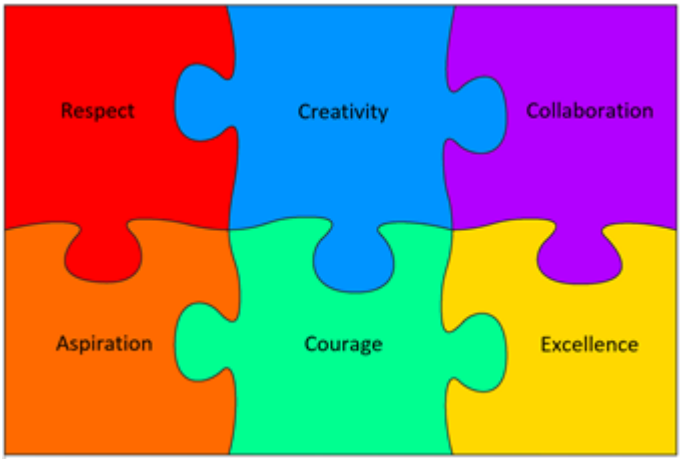
September 2023
Reviewed September 2025, Next Review September 2026

This is Randlay Primary School and Nursery's Publication Scheme on information available under the Freedom of Information Act 2000



The governing body is responsible for maintenance of this scheme.

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 available in paper form or can be emailed out to you.

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. Aims and Objectives

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.

3. Categories of information published

1. Some information might be confidential or otherwise exempt from publications by law – we cannot publish this

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 6 of this scheme.

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

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School website – information published on the school website.
Governors' Documents – information published in governing body documents.
Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
School Policies and other information related to the school - information about policies that relate to the school in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below:

Email: **a2172@taw.org.uk**

Tel: **01952 386986**

Contact Address: **Randlay Primary School and Nursery,**

Local Centre, Randlay,

Telford, TF3 2LR

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

If the information you're looking for isn't available via the scheme**,** you can still contact the school to ask if we have it.

5. Paying for information

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.

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 publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

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6. Classes of Information Currently Published

School website – this section sets out information published on the school website.

Class	Description
School website	The contents of the school website are as follows, (other items may be included): • the name, address and telephone number of the school, and the type of school • the names of the head teacher and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • details of any affiliations with a particular religion or religious denomination, 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 • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents

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

Class	Description
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationship Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	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
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Pay Policy	Statement of the school's pay policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
Staffing structure Implantation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review
Admissions Policy	Statement of the School's policy on admissions
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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7. 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 wish to make a complaint then initially this should be addressed to ***The Headteacher, using the contact details previously listed.***

Requests under FoI can be addressed to anyone in the school; so all staff need to be aware of the process for dealing with requests. Requests must be made in writing, (including email), and should include the enquirers name and correspondence address, and state what information they require. They do not have to mention the Act, nor do they have to say why they want the information. There is a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is no need to collect data in specific response to an FoI enquiry. There is a time limit of 20 days excluding school holidays for responding to the request.

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk.
Website : www.informationcommissioner.gov.uk

8. Appeals

We will aim to determine all appeals within 20 days of receipt. The school will maintain records of all appeals and their outcome.

If on investigation the school's original decision is upheld, then the school has a duty to inform the complainant of their right to appeal to the Information Commissioner's office.

Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire
SK95AF

Reviewed: September 2025
Next Review: September 2026

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[Randlay Primary School and Nursery]
Freedom of Information Publication Scheme
Annex A – Further documents held by the school

• **Information to be published.**	• **How the information can be obtained**	• **Cost**
• **Class 1 - Who we are and what we do** • (Organisational information, structures, locations and contacts • This will be current information only	• website	• Free
• Who's who in the school	• Website	• Free
• Who's who on the governing body / board of governors and the basis of their appointment	• Website	• Free
• Instrument of Government / Articles of Association	• Hard copy, Headteacher	• Based on volume
• Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	• Website	• Free
• Staffing structure	• Website	• Free
• School session times and term dates	• Website	• Free
• Address of school and contact details, including email address.	• Website	• Free
• **Class 2 – What we spend and how we spend it** • (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) • Current and previous financial year as a minimum	• Hard copy	• Based on volume
• Annual budget plan and financial statements	• Hard copy, Headteacher	• Based on volume
• Capital funding	• Hard copy, Headteacher	• Based on volume
• Financial audit reports	• Hard copy, Headteacher	• Based on volume
• Details of expenditure items over £10,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	• Hard copy, Headteacher	• Based on volume
• Procurement and contracts the school has entered	• Hard copy,	• Based on volume

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into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Headteacher	
• Pay policy	• Website	• Free
• Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	• Hard copy, Headteacher	• Based on volume
• Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff earning over £100,000 (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	• Website,	• Free
• Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	• Hard copy, Headteacher	• Based on volume
• **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	•	•
• School profile • And in all cases: • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • Post-inspection action plan • The latest Ofsted / Estyn / Education and Training Inspectorate report -Summary - Full report	• Website • Website • Website • Website • Website • Hard copy, Headteacher	• Free • Free • Free • Free • Free • Based on volume
• Performance management policy and procedures adopted by the governing body.	• Website	• Free
• Performance data or a direct link to it	• Website	• Free
• The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	• Hard copy, Headteacher	• Based on volume
• Safeguarding and child protection	• Website	• Free
• **Class 4 – How we make decisions** • (Decision making processes and records of decisions)	• Hard copy, Headteacher	• Based on volume

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• Current and previous three years as a minimum		
• Admissions policy/decisions (not individual admission decisions) – where applicable	• Website	• Free
• Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	• Hard copy, Headteacher	• Based on volume
• **Class 5 – Our policies and procedures** • (Current written protocols, policies and procedures for delivering our services and responsibilities) • Current information only.	•	•

• Records management and personal data policies, including:
  • Information security policies
  • Records retention, destruction and archive policies
  • Data protection (including information sharing policies)
	• Website	• Free

• Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. • If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	• Website	• Free
• **Class 6 – Lists and Registers** • Currently maintained lists and registers only (this does not include the attendance register).	•	•
• Curriculum circulars and statutory instruments	• Hard copy, Headteacher	• Based on volume
• Disclosure logs	• Hard copy, Headteacher	• Based on volume
• Asset register	• Hard copy, Headteacher	• Based on volume
• Any information the school is currently legally required to hold in publicly available registers	• Hard copy, Headteacher	• Based on volume
• **Class 7 – The services we offer** • (Information about the services we offer, including	•	•

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leaflets, guidance and newsletters produced for the public and businesses) • Current information only		
• Extra-curricular activities	• Hard copy, Headteacher	• Based on volume
• Out of school clubs	• Hard copy, Headteacher	• Based on volume
• Services for which the school is entitled to recover a fee, together with those fees	• Hard copy, Headteacher	• Based on volume
• School publications, leaflets, books and newsletters	• Hard copy, Headteacher	• Based on volume
• **Additional Information** • This will provide schools with the opportunity to publish information that is not itemised in the lists above	•	•
• **None**	•	•

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