



Freedom of Information Publication Scheme

2026 – 2028

Modelled on HfL's Freedom of Information Publication Policy – June 2024

Approved by:	SLT	Date: June 2026
Approved by:	Governing Body	Date: July 2026
Last reviewed:	June 2026	
Next review:	June 2028	

INTRODUCTION

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and academies to be clear and proactive about the information they will make public.

As a result, Flamstead Village School have produced 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 that 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 latest model scheme for schools approved by the Information Commissioner.

AIMS

Flamstead Village 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.

This publication scheme is a means of showing how we are pursuing these aims.

PUBLICATION SCHEME – CATEGORIES OF INFORMATION PUBLISHED

The publication scheme guides you to information which we currently publish (or have recently published) or which we publish in the future. This is split into categories of information known as 'classes' statutory.

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, fax or letter. Contact details are set out below:

Email: admin@flamsteadjmi.herts.sch.uk

Tel: 01582 840385

Website: www.flamsteadjmi.herts.sch.uk

Contact Address: 59 Trowley Hill Road, Flamstead, Herts, AL3 8DL

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 and isn't on our website, you can still contact the school to ask if we have it.

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 the section below. 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. If you are unable to collect the document(s) from the school, then a charge of "actual Royal Mail 2nd Class postage plus 10%" will be made to cover postage and packaging.

CLASSES OF INFORMATION CURRENTLY PUBLISHED

Information to be published	How information can be obtained	Cost
Class 1 – Who we are & what we do (<i>organisational information, structures, locations & contacts – this will be current information only</i>)		
Instrument of Government A document that records the name & category of the school & the name / constitution of its Governing Body	Hard copy	
School Prospectus The statutory contents of the school prospectus, as follows: - information about the implementation of the governing body's policy on pupils with special educational needs (SEN) - a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan	Hard copy and / or website	£
Governing Body Names & contact details of the Governors should be available & the basis on which they have been appointed.	Website	
School Session Times / Term Dates Details of school session times / dates of school terms & holidays	Website	
Location & Contact Information Address, telephone number and website for the school, together with names of key personnel.	Website	
Class 2 – What we spend & how we spend it (<i>financial information about projected & actual income / expenditure, procurement, contracts & financial audit – current & previous two financial years as a minimum</i>)		
Annual Budget Plan & Financial Statements Details of the individual school's budget distributed by the LA and the school's annual income & expenditure returns.	Hard copy	£
Capital Funding Details of the funding allocated to the school, together with information on related building projects and other capital projects.	Hard copy	£
Additional Funding Income generation schemes and other sources of funding.	Hard copy	£
Procurement & Contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy	£
Staff Allowances & Expenses Provides details of the allowances & expenses that can be incurred or claimed.	Hard copy	£

Staffing & Grading Structure	Hard copy	£
Governors' Allowances Details of allowances and expenses that can be claimed or incurred as per the relevant policies.	Hard copy	£
Pupil Premium & Catch-up Funding & Sports Grant Expenditure	Website	
Class 3 – What our priorities are & how we are doing (<i>strategies / plans, performance indicators, audits, inspections & reviews – current information as a minimum</i>)		
Performance Data Supplied to the Government	Website	
Performance Tables	Website	
Latest Ofsted Report	Website	
Performance Appraisal Information Policy and procedures adopted by the Governing Body.	Hard copy	£
School Future Plans Any major proposals for the future of the school involving, for example, consultation of a change in school status.	Hard copy	£
Every Child Matters / Child Protection Contribution of the school to the five Every Child Matters outcomes. The policies & procedures that are in place to ensure that functions are exercised with a view to safeguarding & promoting the welfare of children in compliance with any guidance issued by the Secretary of State.	Website	
Class 4 – How we make decisions (<i>decision-making processes & records of decisions – current & previous three years as a minimum</i>)		
Admissions Policy / Decisions School's admission arrangements & procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers / patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.	Website / HCC	
Minutes of Meetings of the Governing Body Minutes, agendas & papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.	Hard copy	£
Class 5 – Our policies & procedures (<i>current written protocols, policies & procedures for delivering our services & responsibilities – current information only</i>)		
School Policies & Other Documents Include policies such as behaviour, anti-bullying, eSafety, special educational needs policies. As a minimum, include policies, procedures & documents that you are required to have by statute, by your funding agreement or equivalent. Include the required policies recommended by the Department for Education. Also include policies and procedures for handling requests for information and operating the publication scheme.	Hard copy and / or website	£
Records Management, Personal Data & Access to Information Policies Include information security policies, records retention, destruction & archive policies and data protection (including data sharing) policies.	Hard copy and / or website	£
Equality & Diversity Includes policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of equal opportunities, including details of your compliance with the public sector equality duty.	Website	£

Safeguarding & Child Protection The policies and procedures you put in place to ensure that you exercise your functions with a review to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State.	Website	
Pay Policy The statement of the pay policy and procedures regarding teachers' pay.	Hard copy	£
Health and Safety	Hard copy	£
Policies & Procedures for Human Resources & Recruitment Complaints procedures, including for dealing with parental complaints	Hard copy	£
Charging Regimes & Policies Details of any statutory charging regimes, including charging for school activities, including charging policies about charges made for information routinely published. Clearly state what costs you are recovering, the basis on which you make them, and how they are calculated. If you charge a fee for licensing the re-use of datasets, state in your guide to information how this is calculated and whether the charge is made under the re-use fees regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the Open Government Licence.	Website	
Class 6 – Lists & registers <i>(currently maintained list and registers only)</i>		
Curriculum Circulars & Statutory Instruments Statutory Instruments (for example, Regulations), departmental circulars and administrative memoranda sent to the Headteacher / Governing Body concerning the curriculum.	Hard copy	£
Disclosures Logs If school procedure for a disclosure log indicates the information is provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Hard copy	£
Asset Register We would expect some information from capital asset registers to be available, if such registers are held.	Hard copy	£
Any information the school is currently legally required to hold in publicly available registers.	Hard copy	£
Class 7 – The services we offer <i>(information about the services provided including leaflets, guidance & newsletters – current information only)</i>		
Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: - Extra-curricular activities - Out of school clubs - School publications - Services for which the school is entitled to recover a fee, together with those fees - Leaflets, booklets and newsletters	Website	

FEEDBACK & COMPLAINTS

Flamstead Village School welcomes 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 Mrs Jacqueline Walton-Jones (Headteacher) and Mrs Louise Russell (Chair of Governors).

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.ico.gov.uk