

Highfield CE Primary School Freedom of Information Publication Scheme



Highfield
C.E Primary School

Approved by: The Governing Body **Date:** 20/01/2025

Last reviewed on: January 2025

Next review due by: January 2026

This document outlines Highfield Church of England Primary School's Publication Scheme, as required under the Freedom of Information Act 2000. The Governing Body is responsible for maintaining and overseeing the scheme.

Introduction: What is a Publication Scheme?

The Freedom of Information Act 2000 requires public authorities, including all maintained schools, to be open and proactive about the information they make available to the public.

To support this, schools must produce a publication scheme that sets out:

- The classes of information we publish or intend to publish
- The manner in which this information will be made available
- Whether the information is provided free of charge or for a fee

This scheme includes information that is already published and information that will be published in the future. All information covered by the scheme is available in paper form, and much of it will also be accessible via our school website.

Please note that some information we hold may not be made public – for example, personal or sensitive information protected under data protection legislation.

This publication scheme follows the model scheme for schools approved by the Information Commissioner's Office (ICO).

Categories of Information We Publish

Our publication scheme guides you to the information we currently publish (or have recently published), or plan to publish. The information is grouped into the following categories or "classes":

1. **School Prospectus**
Information contained in the school prospectus.
2. **Governance Documents**
Information relating to the structure and operation of the Governing Body.
3. **Pupils and Curriculum**
Information relating to pupil support, teaching, learning, and curriculum matters.
4. **School Policies and General Information**
Policies and documents that relate to the management of the school and its wider activities.

How to Request Information

If you would like a paper copy of any document listed in the scheme, please contact us using the details below. Please clearly mark any correspondence with **“Publication Scheme Request”** to help us respond promptly.

Contact details:

Highfield Church of England Primary School
Hawthorn Road
Southampton
Hampshire
SO17 1PX

Email: info@highfieldschool.co.uk

Phone: 023 8055 5793

Website: www.highfieldceprimaryschool.co.uk

We aim to respond to all requests within 20 school days **or** within the statutory deadline of 20 working days, whichever is shorter. If we do not hold the information you are requesting, we will inform you accordingly.

Paying for Information

- **Information on our website is free of charge**, although your internet provider may charge for access. You can also access our website using public internet services, such as at your local library.
- **Single copies of printed documents are usually free**. However, if a request involves substantial printing, photocopying, postage, or if the material is commercially published, we may apply a charge. We will inform you of any costs before processing your request.

Feedback and Complaints

We welcome feedback on this publication scheme and are committed to improving how we provide information. If you have comments, require assistance, or wish to make a complaint, please contact the **Chair of Governors via the School Office** in the first instance.

If you are not satisfied with the outcome, you can contact the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Website: www.ico.org.uk