

# Freedom of Information Publication Scheme and Guide to Information

**Our vision:** Templars, a place where everyone belongs. A place where everyone is proud to belong. A school where everyone is welcomed, feels safe and strives to achieve their full potential.

**Our mission:** Every child, Every day, Every chance.

**Our values:** Care, Respect and Honesty.

## Document Control

| <u>Item</u>     | <u>Detail</u>                                 |
|-----------------|-----------------------------------------------|
| Policy Author   | Helen Benarous/Headteacher                    |
| Policy Owner    | Headteacher                                   |
| Approval        | Governing Board                               |
| Date Reviewed   | Summer 2026                                   |
| Review Cycle    | Bi-Annually                                   |
| Next Review Due | Summer 2028 (or sooner if statutory guidance) |

## Signatures

| <u>Role</u>        | <u>Name</u>    | <u>Signature</u>                                                                     | <u>Date</u> |
|--------------------|----------------|--------------------------------------------------------------------------------------|-------------|
| Headteacher        | Helen Benarous |  | 29.04.2026  |
| Chair of Governors | Martin Vickery |   | 29.04.2026  |

## Distribution

- Available from the school office on request

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- Shared with staff on Sharepoint

# 1. Introduction

Templars Primary School is committed to openness, transparency, and accountability.

The Freedom of Information Act 2000 (FOIA) gives members the public rights of access to recorded information held by public authorities, including maintained schools.

In addition to responding to individual requests for information, the Act requires public authorities to proactively make certain information available through a publication scheme.

Templars Primary School has adopted the **Information Commissioner's Office (ICO) Model Publication Scheme**.

The Model Publication Scheme sets out the school's commitment to make information routinely available to the public.

This document should be read alongside the ICO Model Publication Scheme and acts as Templars Primary School's **Guide to Information**, explaining the types of information the school routinely makes available and how that information can be obtained.

## 2. The ICO Model Publication Scheme

Templars Primary School adopts the current ICO Model Publication Scheme.

In accordance with that scheme, the school will:

- proactively publish or otherwise make available information falling within the relevant classes of information;
- specify the information that it holds and makes available;
- publish information in an appropriate manner;
- regularly review the information it makes available;
- make information available in the language in which it is held, or another language where legally required;
- meet its legal obligations relating to disability and access to information; and
- make information available free of charge wherever possible, making charges only where permitted and appropriate.

The current ICO Model Publication Scheme is available from the Information Commissioner's Office.

## 3. Classes of Information

The ICO Model Publication Scheme identifies seven broad classes of information.



Templars Primary School will routinely make available information falling within these classes where it is held by the school and is suitable for publication.

### **Class 1 – Who We Are and What We Do**

This includes organisational information, structures, locations and contacts.

Information available may include:

- school name, address and contact details;
- school leadership information;
- school ethos, vision and values;
- details of the Governing Board;
- governance structure and committee information;
- governor information required to be published;
- information about the school's organisational structure;
- school opening hours and session times;
- term dates; and
- relevant contact information.

Much of this information is available through the school website.

### **Class 2 – What We Spend and How We Spend It**

This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Information available may include, where applicable:

- financial information required to be published by maintained schools;
- school budget and financial information where suitable for publication;
- financial benchmarking information;
- information relating to contracts and procurement;
- charging and remissions information;
- information about governor expenses;
- relevant audit information; and
- other financial information that the school is legally required to make publicly available.

Information that is commercially sensitive or otherwise exempt from disclosure under FOIA will not routinely be published.

### **Class 3 – What Our Priorities Are and How We Are Doing**

This includes strategies and plans, performance indicators, audits, inspections and reviews.



Information available may include:

- the school's vision and strategic priorities;
- published school performance information;
- the school's most recent Ofsted report;
- published assessment and performance measures;
- pupil premium strategy information;
- PE and Sport Premium information;
- equality objectives;
- SEND information;
- accessibility planning;
- relevant improvement priorities; and
- other reports or information that the school is required or chooses to publish.

## **Class 4 – How We Make Decisions**

This includes decision-making processes and records of decisions.

Information available may include:

- Governing Board agendas;
- approved minutes of Governing Board meetings;
- approved committee minutes where appropriate;
- the Governing Board's structure and terms of reference;
- relevant policies relating to decision-making; and
- information about consultation and decision-making processes where appropriate.

Information will not be published where it is confidential, contains personal information, is subject to another FOIA exemption or where there is another lawful reason for withholding it.

## **Class 5 – Our Policies and Procedures**

This includes current written protocols, policies and procedures for delivering the school's services and responsibilities.

Information available may include current versions of relevant school policies and procedures, including those relating to:

- safeguarding and child protection;
- behaviour;
- attendance;
- SEND and inclusion;
- equality;

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- accessibility;
  - curriculum;
  - relationships, sex and health education;
  - complaints;
  - charging and remissions;
  - data protection;
  - Freedom of Information;
  - health and safety;
  - staff conduct and employment procedures where suitable for publication; and
  - other policies that the school is legally required or chooses to publish.

Some internal procedures may not be suitable for public disclosure, particularly where publication could compromise safeguarding, security, personal information or the effective operation of the school.

## **Class 6 – Lists and Registers**

This includes information held in registers and lists that the school is legally required or ordinarily expected to make publicly available.

Information may include, where applicable:

- information relating to governors' business and pecuniary interests;
- information contained within publicly accessible statutory registers; and
- other lists or registers that the school is required to make publicly available.

The school will not routinely publish personal information simply because it forms part of an internal register.

## **Class 7 – The Services We Offer**

This includes information about the services the school provides.

Information available may include:

- curriculum information;
- SEND provision and the SEND Information Report;
- admissions information or links to Local Authority admissions arrangements, as applicable;
- school policies affecting pupils and families;
- school meals;
- extended-school provision;
- clubs and activities;
- pastoral and family support;

- accessibility arrangements;
- school facilities and services;
- complaints arrangements; and
- information about services and support available to pupils and families.

## 4. How Information Is Made Available

Wherever practicable, information covered by this scheme will be published on the school website.

Information may also be available:

- electronically on request;
- as a paper copy;
- by inspection at the school by prior arrangement; or
- through another appropriate means.

The school is not required to duplicate information that is already reasonably accessible elsewhere. Where information is available through another public body or service, the school may provide a link or direct the requester to that source.

The school will take reasonable steps to make information accessible to people who require information in an alternative format.

## 5. How to Request Information

If information listed within this Guide is not available on the school website, it may be requested from the school.

Requests should be addressed to:

### **Templars Primary School**

Templar Avenue  
Tile Hill  
Coventry  
CV4 9DA

**Email:** [admin@templars.coventry.sch.uk](mailto:admin@templars.coventry.sch.uk)

**Telephone:** 024 7646 6337

The school's existing document already uses these contact details for publication-scheme requests.

It is helpful for requesters to describe the information they require as clearly as possible.



If information is not routinely available under the Publication Scheme, an individual may still have the right to request it under the Freedom of Information Act 2000 or other relevant information-access legislation.

## 6. Information That Will Not Routinely Be Published

The school's commitment to openness does not mean that all information held by the school will be published.

Information may be withheld where there is a lawful reason for doing so.

This may include:

- personal data;
- information relating to individual pupils, families or employees;
- safeguarding information;
- information that could compromise the security or safety of pupils, staff, systems or premises;
- legally privileged information;
- commercially sensitive information;
- information provided in confidence;
- information that is otherwise exempt from disclosure under FOIA; and
- information that the school is prohibited by law from disclosing.

Each request will be considered in accordance with the relevant legislation.

Drafts, working documents, notes, correspondence and superseded versions of documents do not automatically need to be proactively published through the Publication Scheme.

## 7. Charges

The school will make information available **free of charge wherever possible**.

Information available electronically through the school website will normally be free of charge.

The school may make a reasonable charge where permitted, for example for:

- significant amounts of photocopying or printing;
- postage;
- producing information in a particular format; or
- other costs that the school is legally entitled to recover.

Where a charge will be made, the requester will normally be informed in advance.



No charge will be made where legislation requires information to be provided free of charge.

## 8. Copyright

Information made available under this Publication Scheme remains subject to copyright law.

Providing access to information does not automatically give permission for that information to be reproduced, republished or used in a way that infringes copyright.

Where copyright is held by another person or organisation, permission may need to be obtained directly from the copyright holder.

## 9. Freedom of Information Requests

The Publication Scheme concerns information that the school routinely makes available.

A person may also make a request for recorded information held by the school under the Freedom of Information Act 2000.

Such requests will be handled in accordance with the school's Freedom of Information procedures and the requirements of the Act.

Where the requested information is already reasonably accessible through the Publication Scheme or another published source, the requester may be directed to that information.

## 10. Complaints

If a person is dissatisfied with the way the school has dealt with a request for information or the operation of this Publication Scheme, they should initially raise the matter with the school.

The school will consider complaints in accordance with its Freedom of Information and complaints arrangements, as appropriate.

Where a person remains dissatisfied following the school's internal review process, they may have the right to complain to the **Information Commissioner's Office (ICO)**.

Current contact details for the ICO are available from the Information Commissioner's Office website.

## 11. Responsibility for the Scheme

The **Governing Board** is responsible for adopting the ICO Model Publication Scheme.

The **Headteacher** is responsible for ensuring that appropriate arrangements are in place for its implementation.

The school will ensure that:

- staff know how to direct requests for information;
- information covered by the scheme is reasonably accessible;
- published information is reviewed and updated as appropriate; and
- requests for information are handled in accordance with relevant legislation.

## 12. Monitoring and Review

The school will periodically review:

- the information routinely made available;
- whether links and published documents remain current;
- whether information required by the ICO Model Publication Scheme is accessible;
- whether statutory information required by the Department for Education is published on the school website; and
- whether changes in legislation or guidance require amendments to the school's arrangements.

This document will normally be reviewed every two years, or sooner where required.

## Appendix 1 – Guide to Information: Quick Reference

| ICO Class                                              | Examples of Templars information                                                   | Usually available from         |
|--------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------|
| <b>1. Who we are and what we do</b>                    | Contact details, leadership, governors, school times, term dates, ethos and values | School website / School Office |
| <b>2. What we spend and how we spend it</b>            | Published financial information, benchmarking, charging and remissions             | School website / School Office |
| <b>3. What our priorities are and how we are doing</b> | Ofsted, performance information, Pupil Premium, PE Premium, equality objectives    | School website                 |
| <b>4. How we make decisions</b>                        | Governance structure, approved minutes and committee information                   | Website / School Office        |
| <b>5. Our policies and procedures</b>                  | Statutory and other published school policies                                      | Website / School Office        |
| <b>6. Lists and registers</b>                          | Published governor interests and other publicly accessible registers               | Website / School Office        |
| <b>7. Services we offer</b>                            | Curriculum, SEND, admissions, clubs, family support and other provision            | Website / School Office        |

Information not shown above may still be requested under the Freedom of Information Act 2000.

## Appendix 2 – Publication Scheme Charging Schedule

Information published on the school website is available **free of charge**.

Where information is requested in another format, the school may charge the actual reasonable costs permitted by law, where appropriate.

| Type of access                           | Charge                                                                                |
|------------------------------------------|---------------------------------------------------------------------------------------|
| Information viewed on the school website | Free                                                                                  |
| Information sent electronically          | Normally free                                                                         |
| Inspection of information at school      | Normally free                                                                         |
| Paper copies                             | Reasonable actual photocopying/printing costs may be charged for substantial requests |
| Postage                                  | Actual postage costs may be charged                                                   |
| Other formats                            | Actual reasonable costs where permitted                                               |

The requester will be informed before a charge is incurred.