



FOI Publication Scheme

[Ambergate Primary School]

[Version 1.0]

Last Reviewed	June 2026
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Job Role	Headteacher
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1. What is a Publication Scheme

Under the Freedom of Information Act 2000 (FOI), all Public Authorities, including schools, must produce a register of the information they routinely make available to the public. This is known as a publication scheme. Our scheme follows the model approved by the Information Commissioner.

By adopting this scheme, our school commits to:

- Routinely publishing information that falls within the categories listed under Classes of Information
- Describing the information, we make available
- Explaining how that information can be accessed
- Stating any fees that may apply (for example, if paper copies are requested)
- Making the publication scheme itself publicly accessible

2. Classes of Information Currently Published

Information to be published on the Ambergate Primary School website

[Maintained schools only] The information required to be published on the school website can be found here: [What maintained schools must or should publish online - GOV.UK](#)

Class of Information	Information to be Published	How the Information is Available	Cost
1. Who we are and what we do: <i>Organisational information, structures, locations and contacts</i>	• School contact details • Name of staff member dealing with public enquiries • SENCO contact details (unless special school) • Staffing structure • Who's who on Governing Body • Governor information required by law: names, appointment dates, terms of office, attendance, who appointed them, business & pecuniary interests, relationships with staff/governors • Academy trust contact details (address, website, phone)	• School website https://www.ambergateprimaryschool.co.uk/ • Hard copy on request [contact the school office]	Free / Hard copy cost

	• Term dates • School session times & opening hours • Prospectus (if produced) • Instrument of Government / Articles of Association		
2. What we spend and how we spend it: <i>Financial information on projected and actual income/expenditure, procurement, audits</i>	• Annual budget • Financial statements • Capital funding • Financial audit reports • Procurement information • Expenditure above £5,000 • Senior staff salaries in bands (£5,000) • Staff/governor expenses • Salary disclosure for staff earning over £100k	• School website https://www.ambergateprimaryschool.co.uk/ • Hard copy on request [Contact the school office]	Free / Hard copy cost
3. What our priorities are and how we are doing: <i>Strategies, performance indicators, audits, reports</i>	• School Improvement/Development Plan • Performance data • Exam & assessment results (latest validated data must be published) • OFSTED reports • Equality objectives	• School website https://www.ambergateprimaryschool.co.uk/ • OFSTED Website: Find an Ofsted inspection report • Hard copy on request [contact the school office]	Free / Hard copy cost
4. How we make decisions: <i>Decision-making processes and records</i>	• Governing Body minutes (non-confidential) • Admissions arrangements • Consultation outcomes (where applicable)	• School website https://www.ambergateprimaryschool.co.uk/ • Hard copy on request [contact the school office]	Free / Hard copy cost
5. Our policies and procedures: <i>Current written protocols, policies and procedures</i>	• Statutory school policies • Child protection & safeguarding • Behaviour policy • School uniform policy • Exclusions & anti-bullying • SEN information (SEND requirements) • Complaints procedure • Charging & remissions policy • Data protection / privacy notices • Health & safety • Whistleblowing policy • Remote education	• School website https://www.ambergateprimaryschool.co.uk/ • Hard copy on request [contact the school office]	Free / Hard copy cost

	provision • Staff HR policies		
6. Lists and registers	• Curriculum information • Asset register (summary) • Governor register of interests • Any other publishable register entries	• School website https://www.ambergateprimaryschool.co.uk/ • Hard copy on request [contact the school office]	Free / Hard copy cost
7. The services we offer: <i>Information about services provided to the community</i>	• After-school clubs • Extra-curricular activities • School publications (leaflets, newsletters) • Services for parents and the wider community	• School website https://www.ambergateprimaryschool.co.uk/ • Hard copy on request [contact the school office]	Free / Hard copy cost