

Newton Tony CE VC Primary School	
Freedom of Information	
Policy agreed	December 2014
Policy review	January 2018

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 maintained schools, should be clear and proactive about the information they make public.

- To do this we must produce a publication scheme, setting out:
- The classes of information which we must 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. The 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 subject to DPA (Data Subject Access Request)

This publication scheme conforms to the model scheme for school approved by the Information Commissioner.

Categories of information supplied

The publication scheme guides you to information which we currently (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 5 of this scheme.

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

- School Prospectus- information published in school Prospectus
- Governors' Documents- information published in Governing Body documents.
- Pupils and Curriculum- information about policies that relate to pupils and the school curriculum.
- School Policies- information about policies that relate to the school in general.

How to request information?

You can request a copy of the information you want from the contact details below (or visit our website at www.newtontony.wilts.sch.uk) If the information you're looking for isn't available via the scheme and isn't on our website, you can ask if we have it. You can contact by telephone, fax, email or letter.

email: admin@newtontony.wilts.sch.uk

Tel & fax: 01980 629232

Contact address

Mrs Mair Talbot-King , Administration/Finance Officer, Newton Tony C of E VC Primary School, Newton Tony, Salisbury, Wilts. SP4 0HF

Paying for information

Single copies of information covered by this publication are covered free of charge unless otherwise stated. If your request means we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request. 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/Internet café.

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