Lydlynch Infant School

Freedom of Information Publication Scheme

NB: This publication scheme was drawn up in accordance with the generic Model Publication Scheme produced by the Information Commissioner's Office (ICO). For further details, please refer to the ICO's Definition document for the governing bodies of maintained and other state- funded schools in England (version 4 October 2021).

The following seven classes of information are available to the public as part of our normal operating activities. The school will make the information available unless:

• We do not hold the information
• The information is exempt under one of the 'Freedom of Information' exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
• The information is archived, out of date or otherwise inaccessible
• It would be impractical or resource-intensive to prepare the material for routine release.

Details about how to apply for information and the costs involved are shown at the end of this policy.

(1) Who we are and what we do: -

Instrument of Government (records name and category of school and the name and constitution of the governing body)

School website (includes the address, telephone number, e-mail address and website for the school, information on staff and governors, the school's policy on pupils with special education needs/disabilities [SEND], disability equality scheme, school session times and term dates)

Governing Body (the names of governors, and the basis of which they have been appointed, along with details of how to contact them via the school)

(2) What we spend and how we spend it: -

Annual budget plan and financial statements (details of the sources of funding and income provided to the school by the local authority or directly by central government or from elsewhere [including the private sector], together with the annual budget plan and the school's annual income and expenditure returns; also details of items of expenditure over £5,000, including costs, supplier and transaction information)

Capital funding (information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects)

Financial audit reports

Procurement and contracts (details of procedures used for the acquisition of goods and services; details of contracts that have gone through a formal tendering process)

Pay policy (statement of the school's policy and procedures regarding teachers' pay)

Staffing and grading structures

Staff allowances and expenses (details of the allowances and expenses that can be incurred or claimed, e.g. travel, subsistence and accommodation)

Staff pay and grading structures (the names and positions of all staff of the school, and how they may be contacted via the school, including salaries for senior staff)

Governors' allowances (details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors)

(3) What our priorities are and how we are doing: -

Strategies and plans, performance indicators, audits, inspections and reviews

Performance data supplied to the government

Latest Ofsted Report

Performance management information (performance management policy and procedures adopted by the governing body)

The school's future (any major proposals for the future of the school involving, for example, consultation on a change in school status)

Safeguarding and child protection (the policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State)

(4) How we make decisions: -

Admissions policy / decisions (the school's admission arrangements and procedures, together with information about the right of appeal)

Minutes of meetings of the governing body and its committees (minutes, agendas and papers considered at such meetings should be published as soon as is practicable, except for information that is properly considered to be private to the meeting)

(5) Our policies and procedures: -

School policies and other documents (current policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, together with other information related to the school, including policies and procedures for handling information requests)

Records management and personal data policies (including information on security policy, records retention, destruction and archive policies, and data protection

[including data sharing] policies). This references UK GDPR and Data Protection Act 2018 frameworks.

Equality and diversity (policies, schemes, statements, procedures and guidelines relating to equal opportunities)

Policies and procedures for the recruitment of staff (including current vacancies)

Charging regimes and policies (details of any statutory charging regimes) in line with the schools Charging and Remissions policy.

(6) Lists and registers: -

Curriculum circulars and statutory instruments (Statutory Instruments [e.g. Regulations], departmental circulars and administrative memoranda sent to the Headteacher/governing body concerning the curriculum)

Disclosure logs (recommended as good practice to indicate information provided in response to requests)

Asset register (information may be made available depending on the nature and extent of the request)

Any information the school is currently legally required to hold in publicly available registers

(7) The services we offer: -

Extra-curricular activities and clubs (current details)

Out of school clubs

School publications (e.g. weekly school newsletters, leaflets and booklets)

Services for which the school is entitled to recover a fee, together with those fees

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail or letter. Contact details are set out below.

Email: c.williamson@lydlynch.hants.sch.uk

Tel: 02380 863188

Contact Address: Lydlynch Infant School, Lydlynch Road, Totton, Southampton, SO40 3DW

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please).

FOI requests are normally responded to within **20 school days or 60 working days, whichever is sooner**, for maintained schools.

If the information you're looking for is not available via the scheme, you can still contact the school to ask if we have it.

Paying for information

Single copies of information covered by this publication are normally provided free of charge. However, if your request means that we must 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. Any such payment is required before the provision of the information.

Feedback and Complaints

We welcome 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 the Headteacher Lydlynch Infant School, Lydlynch Road, Totton, Southampton, SO40 3DW.

If you are dissatisfied with the school's response to a Freedom of Information request, you may request an internal review. Requests for an internal review should be submitted in writing within 40 working days of the school's response and should clearly state the reasons for your dissatisfaction. The review will be conducted by an appropriate member of staff or governor not involved in the original decision wherever possible.

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 545 745 (national rate) 0303 123 1113 (local rate)
Website : www.ico.org.uk

Policy approved: September 2026

Renewal: September 2028

Approved by: Governing Board