



Peters Hill Primary School

Publication Scheme Policy

21st January 2026

Approved by FGB 28th January 2026

To be reviewed January 2027

Ambition

Belief

Compassion

Pride

Respect

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Freedom of Information Act Publication Scheme

Rationale

The model publication scheme has been prepared and approved by the Information Commissioners Office. Peters Hill Primary School can adopt the Model Publication Scheme without modification and without further approval and it will be valid until further notice.

This publication scheme commits Peters Hill Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Peters Hill Primary School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioners Office.

What does the Model Publication Scheme commit the School to?

The scheme commits Peters Hill Primary School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Peters Hill Primary School and falls within the classifications below.
- To specify the information which is held by Peters Hill Primary School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information Peters Hill Primary School makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by Peters Hill Primary School that has been requested, and any updated versions it holds, unless Peters Hill Primary School is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and Peters Hill Primary School is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

Classes of Information

Description	Content
Class 1 Who we are and what we do	Organisational information, locations and contacts, constitutional and legal governance
Class 2 What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
Class 3 What our priorities are and how we are doing	Strategy and performance information, plans, assessments, inspections and reviews
Class 4 How we make decisions	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
Class 5 Our policies and procedures	Current written protocols for delivering our functions and responsibilities
Class 6 Lists and registers	Information held in registers required by law and other lists and registers relating to the functions of the authority
Class 7 The services we offer	Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be available

Peters Hill Primary School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Peters Hill Primary School, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, Peters Hill Primary School will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Peters Hill Primary School is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Peters Hill Primary School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by Peters Hill Primary School,

justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Version Control

This policy will be evaluated on a regular basis with a review date of May 2024.

Further information

For further information, please contact our Data Protection Officer

YourIG Data Protection Officer Service
Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ

Email: YourIGDPOService@dudley.gov.uk tel: 01384 815607

Additional guidance

This can be found via the following links:

ICO guide to [What information do we need to publish?](#)

ICO guide to [Model publication scheme: Using the definition documents](#)

ICO guide to [ICO's publication scheme compliance](#)

Information	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Staffing structure (Provide the names and positions of all staff, and how they may be contacted via the school)	Website	£0.00
Governing Body Make available the names of the governors, and the basis on which they have been appointed.	Website	£0.00
Instrument of Government / Articles of Association	Hard copy	£0.00
Contact details for the Headteacher	Website	£0.00
School curriculum/prospectus (if any)	Website	£0.00
School session times and term dates	Website	£0.00
Location and Contact Information Address of school and contact details, including email address	Website	£0.00

Class 2 – What we spend and how we spend it		
Financial audit reports	Hard copy	See schedule of charges
Expenditures Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy	See schedule of charges
Procurement and contracts Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Hard copy	See schedule of charges
Staff allowances and expenses Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior	Hard copy	See schedule of charges

staff members by reference to categories. Produce this information in line with school policies, practices and procedures. As a minimum, include travel, subsistence and accommodation		
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Staffing, pay and grading structure School can provide this as part of its organisational structure. As a minimum, include the details of senior staff.	Hard copy	See schedule of charges
Premiums or other forms of financial support available Provide details of any pupil premium funding you receive and how you spend it	Website	£0.00

Class 3 – What our priorities are and how we are doing		
- Performance data supplied to the government - Latest Ofsted report	Website	£0.00
Performance management policy and procedures adopted by your governing body	Website	£0.00
	Hard copy	See schedule of charges
Data Protection Impact Assessments (in full or summary format) or any other impact assessments (e.g. health and safety impact assessments, equality impact assessments), as appropriate and relevant	Website	£0.00

Class 4 – How we make decisions		
Admissions policy/decisions Provide details about school admissions arrangements	Website	£0.00
Minutes of meetings of the governing body and its committees Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it	Hard copy	See schedule of charges

Class 5 – Our policies and procedures		
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies and data protection (including data sharing and CCTV usage) policies	Website	£0.00
Equality and diversity Include policies, schemes, statements, procedures and guidelines relating to the school's commitment to the promotion and advancement of equal opportunities, including details of the school's compliance with the public sector equality duty	Website	£0.00
Safeguarding and child protection The policies and procedures the school has put in place to ensure that it exercises its functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State	Website	£0.00
Pay policy	Hard copy	See schedule of charges
Complaints procedures, including for dealing with parental complaints	Website	£0.00
Charging regimes and policies Provide details of any statutory charging regimes, including charging for school activities. Include charging policies about charges made for information routinely published. Clearly state what costs the school are recovering, the basis on which the school make them, and how they are calculated. If the school charges a fee for licensing the re-use of datasets, state in the school guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. The school cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence	Website	£0.00

Class 6 – Lists and Registers		
Curriculum information	Website	£0.00
Disclosure logs	Inspection only – contact school	
Asset register	Inspection only – contact school	
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	

Class 7 – The services we offer		
Extra-curricular activities	Website	£0.00
Out of school clubs	Website	£0.00
School publications, leaflets and newsletters	Website	£0.00

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority