



Freedom of Information Publication Scheme

Version	Date	Author(s)	Changes
1	30/01/2023	S Corry	Front Cover
			<p>Now only statutory policies in list of policies and procedures but reference to the existence of non stat policies</p> <p>Paul Wakeley as C of G</p> <p>Added to lists –</p> <p>Governors' allowances (schemes for paying)</p> <p>Instrument of government</p> <p>Register of business interests of headteachers and governors</p> <p>Careers guidance: details of your careers programme and a provider access statement</p>
2	07/2025	S Corry	No Changes
3	01/2026	S Corry	Governor chair

Policy information:

Date of ratification:	07/2025
Ratified by:	S Corry
Review frequency:	Annual
Next review due:	07/2026
Source:	WCC
Type of policy:	Statutory
Target audience	Parents Staff Governors

All staff and volunteers working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact with.

1. Introduction: what a publication scheme is and why it has been developed.

This publication scheme commits The Dasset C of E 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 the school.

The scheme commits The Dasset C of E Primary School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the 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 the 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.

2. Classes of information.

2.1 Who we are and what we do.

The following documents can be made available from the school or found on line:

- Instrument of Government
- School Prospectus – on website
- Website: www.thedassetprimary.co.uk
- Names of board of governors
- Terms of reference for governing body committees
- School session and term dates
- Staffing list
- Location and contact information

The Dasset C of E Primary School, Memorial Road, Fenny Compton, Warwickshire, CV47 2XU

Tel: 01296 770267

Fax: 01295 770276

- Headteacher: Miss Suzanne Corry
- Chair of Governors: Mr Andrew jeffrey

2.2 What we spend and how we spend it.

- Annual budget plan and financial statements
- Three year financial plan
- Capital funding allocations and spending
- School fund statements
- Procurement and contracts
- Pay policy

2.3 What our priorities are and how we are doing

- Latest Ofsted report
- Appraisal policy
- Self evaluation form
- School learning improvement plan
- Child Protection & Safeguarding Policy
- Inclusion policy
- Health and safety inspection reports

2.4 How we make decisions

- Minutes of Governing body meetings

2.5 Our policies and procedures

- Statutory School policies such as

Admission arrangements

Charging and remissions

GDPR

Register of pupils' admission to school and attendance

School information published on a website

School complaints

Staff Capability – Performance Management

ECT policy

Staff Code of Conduct

Behaviour Policy

Procedures for dealing with allegations of abuse against staff

Accessibility plan

Child Protection policy and procedures

Children with health needs who cannot attend school

Early years foundation stage (EYFS)

Special educational needs and disability

Supporting pupils with medical conditions

Relationships education (primary)

Behaviour Policy - Exclusion Policy

Health and Safety Policy

First Aid Policy

Equality and Diversity Policy

This is not an exhaustive list of policies and procedures – we have non statutory policies that may be requested and published.

2.6 Lists and registers

- Statutory instruments eg Single Central Record
- Disclosure logs
- Asset register
- Any information the school is currently legally required to hold in publicly available registers
- Governors' allowances (schemes for paying)
- Instrument of government

- Register of business interests of headteachers and governors

2.7 The services we offer

- After school clubs most evenings until 4.00 or 4:15pm
- Weekly newsletters (whole school)
- Termly class website updates

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.

3. The Method by which information published under this scheme will be made available.

The Dassett C of E 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 the school, information will be provided on our 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, we 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 an authority 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.

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

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.

5. 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.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below:

Email: admin3216@welearn365.com

Tel: 01295 770267

Contact Address:

The Dasset C of E Primary School

Memorial Road

Fenny Compton

Warwickshire

CV47 2XU

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