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# Freedom of Information (FOI) Publication Scheme

Parwich Primary School

[Version 1.0]

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| <b>Last Reviewed</b>                |             |
| <b>Reviewed By (Name)</b>           |             |
| <b>Job Role</b>                     |             |
| <b>Next Review Date</b>             |             |
| <b>Version produced Spring 2026</b> | First issue |

## Contents

|    |                                                  |   |
|----|--------------------------------------------------|---|
| 1. | What is a Publication Scheme .....               | 3 |
| 2. | Classes of Information Currently Published ..... | 3 |

## 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 Parwich Primary School's website

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                                                            |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>1. Who we are and what we do:</b><br><b><i>Organisational information, structures, locations and contacts</i></b> | <ul style="list-style-type: none"> <li>• School contact details</li> <li>• Name of staff member dealing with public enquiries</li> <li>• SENCO contact details (unless special school)</li> <li>• Staffing structure</li> <li>• Who's who on Governing Body</li> <li>• Governor information required by law: names, appointment dates, terms of office, attendance, who appointed them, business &amp; pecuniary interests, relationships with staff/governors, associate members and voting rights</li> <li>• Term dates</li> <li>• School session times &amp; opening hours</li> <li>• Instrument of Government / Articles of Association</li> </ul> | <ul style="list-style-type: none"> <li>• <a href="https://www.parwich.derbyshire.sch.uk/">https://www.parwich.derbyshire.sch.uk/</a></li> <li>• Hard copy on request from the school office</li> </ul> | Free<br>(postage charges will be added if postage is requested) |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>2. What we spend and how we spend it:</b><br><b><i>Financial information on projected and actual income/expenditure, procurement, audits</i></b> | <ul style="list-style-type: none"> <li>• Annual budget</li> <li>• Financial statements</li> <li>• Capital funding</li> <li>• Financial audit reports</li> <li>• Procurement information</li> <li>• Expenditure above £5,000</li> <li>• Senior staff salaries in bands (£5,000)</li> <li>• Staff/governor expenses</li> <li>• Salary disclosure for staff earning over £100k</li> </ul>                                                                                                                                                 | <ul style="list-style-type: none"> <li>• <a href="https://www.parwich.derbyshire.sch.uk/">https://www.parwich.derbyshire.sch.uk/</a></li> <li>• Hard copy on request from the school office</li> </ul>                                                                             | Free (postage charges will be added if postage is requested) |
| <b>3. What our priorities are and how we are doing:</b><br><b><i>Strategies, performance indicators, audits, reports</i></b>                        | <ul style="list-style-type: none"> <li>• Performance data</li> <li>• Exam &amp; assessment results (latest validated data must be published)</li> <li>• OFSTED reports</li> <li>• Equality objectives</li> </ul>                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• <a href="https://www.parwich.derbyshire.sch.uk/">https://www.parwich.derbyshire.sch.uk/</a></li> <li>• OFSTED Website: <a href="#">Find an Ofsted inspection report</a></li> <li>• Hard copy on request from the school office</li> </ul> | Free (postage charges will be added if postage is requested) |
| <b>4. How we make decisions:</b><br><b><i>Decision-making processes and records</i></b>                                                             | <ul style="list-style-type: none"> <li>• Governing Body Year Planner</li> <li>• Admissions arrangements</li> <li>• Consultation outcomes (where applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• <a href="https://www.parwich.derbyshire.sch.uk/">https://www.parwich.derbyshire.sch.uk/</a></li> <li>• Hard copy on request from the school office</li> </ul>                                                                             | Free (postage charges will be added if postage is requested) |
| <b>5. Our policies and procedures:</b><br><b><i>Current written protocols, policies and procedures</i></b>                                          | <ul style="list-style-type: none"> <li>• Statutory policies</li> <li>• Child protection &amp; safeguarding</li> <li>• Behaviour policy</li> <li>• Uniform policy</li> <li>• Exclusions &amp; anti-bullying</li> <li>• SEN information (SEND requirements)</li> <li>• Complaints procedure</li> <li>• Charging &amp; remissions policy</li> <li>• Data protection / privacy notices</li> <li>• Health &amp; safety</li> <li>• Confidential Reporting Code</li> <li>• Remote education provision</li> <li>• Staff HR policies</li> </ul> | <ul style="list-style-type: none"> <li>• <a href="https://www.parwich.derbyshire.sch.uk/">https://www.parwich.derbyshire.sch.uk/</a></li> <li>• Hard copy on request from the school office</li> </ul>                                                                             | Free (postage charges will be added if postage is requested) |
| <b>6. Lists and registers</b>                                                                                                                       | <ul style="list-style-type: none"> <li>• Curriculum information</li> <li>• Governor register of interests</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• <a href="https://www.parwich.derbyshire.sch.uk/">https://www.parwich.derbyshire.sch.uk/</a></li> <li>• Hard copy on request from the school office</li> </ul>                                                                             | Free (postage charges will be added if postage is requested) |

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|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
|                                                                                                        | <ul style="list-style-type: none"> <li>• Any other publishable register entries</li> </ul>                                                                                                                                   |                                                                                                                                                                                                        | added if postage is requested)                               |
| <b>7. The services we offer:</b><br><b><i>Information about services provided to the community</i></b> | <ul style="list-style-type: none"> <li>• After-school clubs</li> <li>• Extra-curricular activities</li> <li>• School publications (leaflets, newsletters)</li> <li>• Services for parents and the wider community</li> </ul> | <ul style="list-style-type: none"> <li>• <a href="https://www.parwich.derbyshire.sch.uk/">https://www.parwich.derbyshire.sch.uk/</a></li> <li>• Hard copy on request from the school office</li> </ul> | Free (postage charges will be added if postage is requested) |