POLICY: FREEDOM OF INFORMATION

Policy agreed by Governing Body on:……21 October 2026……..……..

Signed: ……Tim Hart.…….…….…….…… Chair of governing body

Signed: ……Becky Vousden…….…….…….…… Headteacher

Review Date: October 2028

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

Chilton Primary School has adopted the Information Commissioner's Model Publication Scheme in its entirety.

The scheme is documented here:

https://ico.org.uk/media2/for-organisations/documents/1153/model-publication-scheme.pdf

The following appendices set out the information we hold, where it can be obtained and whether a fee is payable.

Appendix 1:

Information to be published. **This includes datasets where applicable – please see "How to complete the Guide to Information".**	**How the information can be obtained**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school	School website www.chilton.oxon.sch.uk
Who's who on the governing body / board of governors and the basis of their appointment	School website www.chilton.oxon.sch.uk
Instrument of Government	Hard copy – contact school office
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website www.chilton.oxon.sch.uk
Staffing structure	School website www.chilton.oxon.sch.uk
School session times and term dates	School website www.chilton.oxon.sch.uk
Address of school and contact details, including email address.	School website www.chilton.oxon.sch.uk
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Annual budget plan and financial statements	Hard copy – contact school office
Capital funding	Hard copy – contact school office
Financial audit reports	Hard copy – contact school office
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its	Hard copy – contact school office

behalf (for example, a local authority or diocese).	
Pay policy	Oxfordshire County Council Model Pay Policy. Hard copy – contact school office
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy – contact school office
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy – contact school office
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy – contact school office
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
School profile (if any) And in all cases: • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report • Post-inspection action plan	Via school website – www.chilton.oxon.sch.uk Via DfE - https://www.find-school-performance-data.service.gov.uk/school/123057 Via Ofsted - https://reports.ofsted.gov.uk/provider/21/123057
Performance management policy and procedures adopted by the governing body.	Hard copy – contact school office

The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy – contact school office
Safeguarding and child protection	Policy on school website www.chilton.oxon.sch.uk Hard copy – contact school office
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	Via Oxfordshire County Council website: https://www.oxfordshire.gov.uk/cms/public-site/school-admission-rules-and-policies
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	By inspection
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.	
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	School website www.chilton.oxon.sch.uk Hard copy- contact school office
Charging regimes and policies.	Policy on school website www.chilton.oxon.sch.uk

This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum circulars and statutory instruments	Hard copy – contact school office
Asset register	By inspection
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Extra-curricular activities	School website: www.chilton.oxon.sch.uk
Out of school clubs	School website: www.chilton.oxon.sch.uk
Services for which the school is entitled to recover a fee, together with those fees	School website: www.chilton.oxon.sch.uk
School publications, leaflets, books and newsletters	School website: www.chilton.oxon.sch.uk

Appendix 2

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class and any packaging.
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority