

Freedom of Information Publication Scheme

Ingol Community Primary School

This publication scheme follows the model approved by the Information Commissioner's Office and is designed to promote transparency and accessibility of information held by Ingol Community Primary School.

1. Introduction

Under the Freedom of Information Act 2000, Ingol Community Primary School is committed to making information available to the public. This scheme sets out:

- The classes of information we publish or intend to publish.
- How the information can be accessed.
- Whether any charges apply.

2. Categories of Information

We publish information under the following broad classes:

A. Who We Are and What We Do

- School prospectus and vision (including our motto: *Dream, Inspire, Achieve*)
 - Governing body structure and responsibilities
 - Staff roles and responsibilities
 - School contact details
 - Location and accessibility information
Available at: About Us
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B. What We Spend and How We Spend It

- Annual budget and financial statements
 - Pupil premium and sports funding reports
 - Procurement procedures
Available via request to the school office.
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C. What Our Priorities Are and How We Are Doing

- Ofsted reports
 - Performance data
Available at: Key Information
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D. How We Make Decisions

- Admissions arrangements
 - Minutes of governing body meetings
 - Policies on behaviour, safeguarding, and curriculum
- Available at: Policies
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E. Our Policies and Procedures

- Behaviour policy
 - Safeguarding policy
 - Complaints procedure
 - Equality and SEND policies
- Available at: Policies
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F. Lists and Registers

- Curriculum overview
 - Attendance data (summary)
- Available via request to the school office.
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G. The Services We Offer

- Extra-curricular activities
 - Breakfast and after-school clubs
 - Parent newsletters
- Available on Class Dojo and school's Facebook page
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3. Accessing Information

Most information is freely available on our website. For documents not published online, requests can be made in writing to:

4. Charges

Information published online is free. Charges may apply for printed copies or large volumes of information, in line with FOI guidelines.

5. Review and Updates

This scheme is reviewed annually by the governing body to ensure compliance and relevance.