

GODALMING LEARNING PARTNERSHIP

Freedom of Information Publication Scheme & Guide to Information

Witley C of E Infant School Sept 2026

Document control		**POLICY LEVEL:** Statutory	
Approval by	Governing Body	Approved Date	
Portfolio	Data Protection	Next Review	Sept 2028
Published Location	School Website / Internal /		
Version Number	Date issued	Author	Update information
3.0	Sept 2026	R Dunnage	P4 Written requests: removed most text because it is now covered in the revised No.6 Feedback & complaints section. Class 2: Employment Rights Act 2025 repealed the trade union facility time publication requirements. Class 5: Added Data Protection Complaint procedure Class 5: Clarified admissions information is analysis of pupil admission application numbers and criteria on which applications were successful. No.6 Feedback & complaints revised to reflect the new GLP model Complaints Procedure.

PUBLICATION SCHEME & GUIDE TO INFORMATION

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. It can be found online at model-publication-scheme.pdf.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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: *our Guide to Information*.
- To review and update on a regular basis the information the authority 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 the authority that has been requested, and any updated versions it holds, unless the authority 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 the public authority 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.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.

Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.

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 made available

The authority 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 a public authority, 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, a public authority 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.

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 authority 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.

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.

Guide to Information

This is Witley C of E Infant School's guide to information available under the Freedom of Information Act 2000. This Guide to Information conforms to the current definition guide for schools in England, originally approved by the Information Commissioner from 29 October 2021.
The Governing Body is responsible for maintenance of this scheme.

1. Introduction: what a Guide to Information is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the format in which the information will be made available. To do this we produce a Guide to Information available under our Publication scheme, setting out:

- the classes of information which we publish or intend to publish;
- the format in which the information will be made available and
- whether the information is available free of charge or on payment.

The guide covers information already published and information that is to be published in the future. All information in our guide is available in paper form obtainable from the school. Some information, which we hold, may not be made public, for example personal information.
As required, we have made no changes to the classes of information in the Guide to Information for schools as recommended by the Information Commissioner and therefore specify where our school does not hold, or no longer publishes, the information detailed.

2. How to request information

If you require a paper copy of any of the documents within the scheme, or wish to view information in school, please contact us:

T: **01428 682420**
E: **office@witley.surrey.sch.uk**
A: **Witley C of E Infant School, Church Lane, Witley, Surrey, GU8 5PN**

To help us process your request quickly, please clearly mark any correspondence:
"FREEDOM OF INFORMATION REQUEST" (in CAPITALS please)

If the information you're looking for is not available via the publication scheme or on our website you can still contact the school and we will tell you whether or not we have it.

4. Paying for information

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you do not have Internet access, you can access our website using a local library or an Internet café.
Information may generally be viewed at school free of charge. Information which involves considerable time in collation may incur a proportionate cost. Any copies taken away will be charged at 15p per sheet, unless marked with a *. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

5. Classes of Information

Information to be published.	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**	**Website – W** **https://www.witley.surrey.sch.uk/** **Hard copy - H**
Instrument of government or articles of association	**W**
The contents of the school prospectus	**NA**
An outline of the school curriculum	**W**

Governing body: the names of the governors, and the basis on which they have been appointed, along with details of how to contact them via the school	**W**
Information about and duties of the governors: in accordance with the relevant statutory guidance	**NA**
Gender pay gap reporting, if 250+ staff	**NA**
School session times and term dates	**W**
Location and contact information, including email and website address.	**W**
Who's who in the school and how they may be contacted	**W**
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 two financial years as a minimum**	**Website – W** **https://www.witley.surrey.sch.uk/** **Hard copy - H**
Annual budget plan and financial statements	Financial Benchmarking and Insights Tool **H**
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	**See above**
Capital funding: information on major plans for capital expenditure, details of the capital funding allocated to or by you together with information on related building projects and other capital projects, including any private finance initiative and public or private partnership contracts	**H**
Financial audit reports	**H**
Procurement and contracts: details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.	**H**
Staff pay and grading structures: can provide this as part of organisational structure. As a minimum, include details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range	**Local Authority website & H**
Staff with salary over £100k: includes a NIL return	**W**
Governors' allowances: details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors	**W, H**
Premiums or other forms of financial support available	**W & H**
Trade Union facility time reporting is no longer applicable. Section 66 of the Employment Rights Act 2025 repealed the trade union facility time publication requirements for relevant public sector employers.	**NA**
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**	**Website – W** **https://www.witley.surrey.sch.uk/** **Hard copy - H**
Performance data supplied to the government	**W**

Latest Ofsted report	**W**
Performance management policy and procedures adopted by the governing body	**H**
The school's future plans: for example, proposals for and any consultation on the future of the school, such as a change in status	**H**
Exam and assessment results	**W**
Performance tables: link	**NA**
Data protection impact assessments (in full or summary) or any other impact assessments (e.g. health and safety impact assessments, equality impact assessments), as appropriate and relevant	**H**
Class 4 – How we make decisions (Decision making processes and records of decisions) **Current and previous three years as a minimum**	**Website – W** **https://www.witley.surrey.sch.uk/** **Hard copy - H**
Admissions policy	**W**
Where own admissions authority, details of application numbers and patterns of successful applicants, including criteria on which applications were successful (not individual admission decisions)	**NA**
Agendas, minutes and papers of meetings of the governing body and its committees unless an exemption applies to the information or parts of it	**H**
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.* **BELOW ARE STATUTORY policies & docs:**	**Website – W** **https://www.witley.surrey.sch.uk/** **Hard copy – H** **Viewing only - V**

Accessibility plan Behaviour Policy, incl exclusions Behaviour principles written statement Capability of staff Charging & remissions Children with health needs who cannot attend school Early Years Foundation Stage Policy First Aid Freedom of information publication scheme (*this document*) Premises management documents Procedures for dealing with allegations of abuse against staff Protection of biometric information Register of business interests of HT & governors Analysis of pupil admission application numbers and criteria on which applications were successful. Register of pupils' attendance Relationships & Sex education School Uniform SEND Policy information report Single Central record Staff discipline, conduct & grievance procedures Supporting pupils with medical conditions Teacher appraisal	**W** **W** **W** **H** **W** **W** **W** **W** **W** **H** **H** **NA** **W** **H** **H** **W** **W** **W** **V** **H** **W** **H**
Records management and personal data policies, including: • Data protection (including information sharing policies) • Information Management Policy & Retention Schedule • Privacy Notices • Data Protection Complaint Procedure	 **W** **W** **W** **W**
Equality and diversity: policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of equal opportunities, including details of your compliance with the public sector equality duty.	**W**
Safeguarding and child protection: policies and procedures	**W**
Pay policy	**H**
Health & Safety	**W**
Policies and procedures for human resources and recruitment: make details of current vacancies readily available, if they are advertised as part of recruitment policies.	**W & H**
Careers programme information, if applicable	**NA**
Complaints procedures, including for dealing with parental complaints	**W**
Charging regimes and policies: Charging and remissions policy Lettings policy	 **W** **H**
Class 6 – Lists and Registers **Currently maintained lists and registers** only (this does not include the attendance register)	**Website – W** **https://www.witley.surrey.sch.uk/** **Hard copy - H** **Viewing only – V**
Curriculum circulars and statutory instruments	**H**

CCTV	**NA**
FOI Disclosure logs	**H (on request from the school office)**
Asset register	**V**
Any information you are currently legally required to hold in publicly available registers	**V**
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**	**Website – W** **https://www.witley.surrey.sch.uk/** **Hard copy – H** **Viewing only – V**
Extra-curricular activities	**W**
Out of school clubs	**W**
Services for which the school is entitled to recover a fee, together with those fees	**H**
School publications, leaflets, books and newsletters	**W and H**
Additional Information Details of additional information this school chooses to publish, that is not itemised in the lists above	**Website – W** **https://www.witley.surrey.sch.uk/** **Hard copy - H** **Viewing only – V**
See website for all our online publications	**W**

6. Feedback and Complaints

We welcome any comments or suggestions you may have about the guide. If you want to make any comments about this guide to information or if you require further assistance or wish to make a complaint about how the school has managed your FOI request, please contact us using the form below. We will acknowledge your complaint and aim to respond within **20 days working days.** If we need more time we will let you know.

If you need help completing the form, please contact the school office or our Data Protection Officer and we will assist you.

If your concern remains unresolved after **21 days**, contact our Data Protection Officer (DPO), Rachel Dunnage: DPO@godalminglearning.org.uk

If your concern has not been resolved by the DPO after a further calendar month, you can contact the Information Commissioner's Office (ICO). This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints:

T: 0303 123 1113
W: FOI and EIR complaints | ICO

Link to: General Data Use and Access Request Complaints Form Witley C of E Infant School

End