

Botley C of E (Controlled) Primary School

Freedom of Information Policy



1.0 RATIONALE

1.1 Botley Primary School recognises the right of individuals to obtain disclosure of information held by public authorities, including schools, for non-personal information that they hold in accordance with the Freedom of Information Act 2000. Any Freedom of Information request needs to be made in writing and the school is obliged to provide the information if it holds it. This policy outlines the types of information available to the public as a matter of routine, how it can be accessed and any charges made. Charges will always be justified, reasonable, minimal and transparent. This all conforms to the model scheme for schools approved by the Information Commissioner.

2.0 AIMS AND OBJECTIVES

2.1 The school aims to:

- Enable every child to do as well as they can, with an education that meets the needs of each child.
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This policy is a means of showing how we are pursuing these aims.

3.0 CATEGORIES OF INFORMATION PUBLISHED

3.1 The publication scheme guides the public to information which the school currently publishes (or have recently published) or which we intend to publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

3.2 The classes of information that the school undertake to make available are organised into four broad topic areas:

- Botley Primary School Prospectus – information published in the school prospectus.
- Governors' Documents – information published in the school profile and in other governing body documents.
- Pupils and Curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general.

4. HOW TO REQUEST INFORMATION

4.1 Information published on our website is free, although users may incur costs from their internet service provider. The school website can be found at: www.botley.hants.sch.uk.

4.2 If anyone requires a paper version of any of the documents within the scheme, they must contact the school in writing. Contact details are set out below:

- Address: Botley CofE Primary School, 52 High Street, Botley, Hampshire SO30 2EA

4.3 To help the school to process any requests quickly, the requestor must clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS). If the information they are looking for is not available via the scheme (and is not on our website), they can still contact the school to ask if we have it.

5.0 PAYING FOR INFORMATION

5.1 As stated above information published on our website is free, although users may incur costs from their internet service provider.

5.2 Single copies of information covered by this publication are provided free unless stated otherwise in Section 6. If the request means that the school have to do a large amount of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications we will let the requester know the cost before fulfilling their request. Where there is a charge this will be indicated by a £ sign in the cost box. The cost to the individual must not exceed the cost incurred by the school to provide the information.

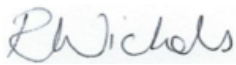
6.0 CLASSES OF INFORMATION CURRENTLY PUBLISHED

INFORMATION PUBLISHED	ACCESS	COST
<p>School Prospectus – the statutory contents of the school prospectus is:</p> <ul style="list-style-type: none"> • the name, address, telephone number and type of school • the names of the headteacher and chair of governors • information on the school policy for admissions • a statement of the school's ethos and values • details of other school policies • number of pupils on roll • school session time and term dates • national curriculum assessment results for appropriate key stages, with national summary figures 	<ul style="list-style-type: none"> • Available on school website (www.botley.hants.sch.uk) • Hard copy available on request from School Office (01489 782308) 	NO CHARGE
<p>Instrument of Government</p>	<p>Available on request from School Office (01489 782308)</p>	£

INFORMATION PUBLISHED	ACCESS	COST
Governing Body Membership – the names and how to contact the governing body	Available on school website (www.botley.hants.sch.uk)	NO CHARGE
School Profile	Available at: http://schoolsfinder.direct.gov.uk/8503014/overview	NO CHARGE
Lists and Registers	These are available for inspection. Contact School Office to make an appointment (01489 782308)	NO CHARGE
What do we spend and how we spend it? Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.	All documents are available on request from School Office (01489 782308): <ul style="list-style-type: none"> • Annual budget plan including capital and additional funding • Pay Policy (this policy has been developed in line with Hampshire County Council policies) • School policy for governor expenses • Staffing and grading structure 	£
What are our priorities and how are we doing? The school has a school strategic plan – information contained in this plan can be discussed with Headteacher, an appointment would need to be made via School Office.	Most documents listed below are available free on school website www.botley.hants.sch.uk unless otherwise stated: <ul style="list-style-type: none"> • Latest Ofsted Report • Learning Policy • Performance Management Policy (hard copy only available) 	£
How we make decisions? Decision making processes and records of decisions, available for the current and previous three years.	<ul style="list-style-type: none"> • The Admissions Policy is available free on school website www.botley.hants.sch.uk • Minutes of meetings of the Governing Body can be requested from the school office. 	NO CHARGE
The services we offer	<p>Extra curricular activities information is listed on school website www.botley.hants.sch.uk or information can be requested via School Office on 01489 782308 (some extra curricular activities incur charges).</p> <p>The school provides chargeable out of school child care from 8.00 am – 8.40 am and 3.20pm - 6.00 pm during term time. Further information can be found on the school website www.botley.hants.sch.uk or at the school office.</p> <p>School publications, newsletters and learning resources can be found on school website www.botley.hants.sch.uk.</p>	NO CHARGE

INFORMATION PUBLISHED	ACCESS	COST
<p>What are our policies and procedures?</p> <p>The school also has policies on each curriculum subject and various staffing related policies, if you wish to know more please arrange an appointment with the Headteacher via the School Office (telephone 01489 782308)</p>	<p>Information and policies which can be accessed via the school website www.botley.hants.sch.uk are:</p> <ul style="list-style-type: none"> • Privacy Notice Information • Pupil Premium Information • Admissions Policy • Administration of Medicines Policy • Anti-Bullying Policy • Attendance Policy • Behaviour Policy • Child Protection Policy • Collective Worship Policy • Complaints Procedure • Data Protection Policy • Equalities Policy • E-Safety Policy • First Aid Policy • Food Policy • Health and Safety Policy • Homework Policy • Learning Policy • Sex and Relationship Education Policy • Speaking and Listening Policy • Special Needs Policy • Teaching for Learning Policy • Teaching Policy 	<p>£</p>

The content of this Policy has been fully reviewed and agreed by the School's Governing Body.

SIGNED: 
(Chair of Whole Governing Body)

DATE: 24.09.25

REVIEW DATE: September 2027

Review Date	Changes made in addition to review and renewal date changes	Changes
28.08.25	No	-