



**Beechcroft Infants School**  
**Freedom of Information Policy**  
**&**  
**Publication Scheme**

# Beechcroft Infants School

## Freedom of Information (FOI) Policy & Publication Scheme

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*Updated: March 2026*

### **1. Purpose & Scope**

This policy sets out how Beechcroft Infants School complies with the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR), and how we proactively publish information using the ICO Model Publication Scheme.

It applies to all recorded information we hold, regardless of format (paper, electronic, audio, video, images) and regardless of when it was created. Drafts, emails and archived records may also fall in scope where they are held by the school.

### **2. Legal Framework**

- Freedom of Information Act 2000 (FOIA)
- Environmental Information Regulations 2004 (EIR)
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Education (Pupil Information) (England) Regulations 2005

### **3. Roles & Responsibilities**

Governing Body: accountable for compliance with FOIA and EIR.

Headteacher (FOI Lead): responsible for day-to-day compliance, decision-making on disclosure and exemptions, and reporting to governors.

All staff: must promptly forward any request for information to the FOI Lead and support timely retrieval of recorded information.

### **4. Receiving & Identifying Requests**

FOIA requests must be in writing and include the requester's real name and a contact address (email or postal). Requests do not need to mention FOIA to be valid.

EIR requests can be made verbally or in writing.

Requests for an individual's own personal data are handled as Subject Access Requests under UK GDPR and the Data Protection Act 2018, not under FOIA.

## **5. Response Times**

We respond promptly and no later than 20 school days. In any case, the maximum time limit must not exceed 60 working days (whichever is sooner).

The statutory clock starts when the request is received by the school (including inboxes monitored by staff).

## **6. Clarification, Fees & Vexatious/Repeated Requests**

We will provide advice and assistance to help requesters refine or clarify their requests where reasonable.

We may refuse vexatious or repeated requests, or requests exceeding the statutory cost limit (currently £450, calculated using the relevant regulations).

Information published online is free to access. Reasonable charges may apply for photocopying, printing or postage; we will notify requesters in advance.

## **7. Exemptions, Exceptions & Public Interest Test**

FOIA exemptions and EIR exceptions may apply where disclosure would be unlawful or otherwise prejudicial. For qualified exemptions, we will conduct a public interest test and record our reasoning.

Where information is withheld, we will explain the legal basis and inform the requester of their right to an internal review and to complain to the ICO.

## **8. Formats & Accessibility**

Where reasonable and practicable, we will provide information in the format requested, including accessible formats. We will consider our duties under the Equality Act 2010 and accessibility best practice.

## **9. Records Management**

We maintain records to enable efficient retrieval of information and apply appropriate retention schedules. Staff must store records in approved systems and keep them accurate and up to date.

## **10. The ICO Model Publication Scheme (Commitment)**

Beechcroft Infants School adopts the Information Commissioner's Office (ICO) Model Publication Scheme. We will routinely publish information falling within the classes below, review it regularly, and make it easy to access on our website or on request.

## **11. Classes of Information We Publish**

- **Who we are and what we do:** Organisational information, locations and contacts, governance, staffing and term dates.
- **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure; procurement and contracts.
- **What our priorities are and how we are doing:** Strategies and plans, performance indicators, OFSTED reports and self-evaluation.
- **How we make decisions:** Decision-making processes and records; consultations; admissions arrangements.
- **Our policies and procedures:** Current written protocols, policies and procedures for delivering our services and responsibilities.
- **Lists and registers:** Information we are required to hold in registers; asset registers where appropriate.
- **The services we offer:** Information about the services we provide, extra-curricular activities, publications and advice for parents and the community.

## **12. Guide to Information (Where to Find Things)**

Our Guide to Information sets out the specific documents we publish under each class, how to access them (web link or on request), and any charges. The Guide is available on our website or from the school office.

## **13. Complaints & Internal Review**

If you are unhappy with our response, you may request an internal review within 40 working days of our reply.

If you remain dissatisfied after the internal review, you can complain to the Information Commissioner's Office (ICO).

## **14. Contact Details**

Freedom of Information Lead: Jo-Anne Rutt, Headteacher, Beechcroft Infants School

Email: [admin@beechcroft.swindon.sch.uk](mailto:admin@beechcroft.swindon.sch.uk) | Telephone: 01793 823278

Postal: Beechcroft Infants School, Beechcroft Road, Swindon SN2 7QE

Information Commissioner's Office (ICO): Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Helpline 0303 123 1113. Web: <https://ico.org.uk>

## **15. Review Schedule**

This policy and our Publication Scheme will be reviewed annually, or sooner if there is a significant change in law or circumstances.

## **Appendix A: Full Guide to Information (ICO Model Publication Scheme 2026)**

This Guide lists all information Beechcroft Infants School routinely publishes under the ICO Model Publication Scheme. It shows what we publish, where to find it, and any charges. If you require an alternative format, we will provide it where reasonable and practicable.

### **Class 1 – Who we are and what we do**

Information to be Published	How to Obtain
Who's who in the school	Website → About Us → Staff
Who's who on the governing body and basis of appointment	Website → About Us → Governors
Instrument of Government	Hard copy – request via school office
Contact details for the Headteacher and Governing Body	Website → Contact Us / Governors
School prospectus	Website → Policies and Report
Staffing structure	Website → About Us → Staff
School session times and term dates	Website → Parents → Opening times and Term Dates
School address, telephone and email	Website → Contact Us

### **Class 2 – What we spend and how we spend it**

Information to be Published	How to Obtain
Annual budget plan & financial statements	Hard copy – request via school office
Capital funding	Hard copy – request via school office
Financial audit reports	Hard copy – request via school office
Details of expenditure over £5000	Hard copy – request via school office
Procurement & contracts awarded	Hard copy – request via school office
Governors' allowances	Hard copy – request via school office

### **Class 3 – What our priorities are and how we are doing**

Information to be Published	How to Obtain
Government performance data	Website → Assessment
Latest Ofsted report (full & summary)	Website → Key Information → Ofsted
Post-inspection action plan / School Improvement Plan (high-level summary)	Website → Key Information (or hard copy via office if not published)
Safeguarding & child protection	Website → Safeguarding or Policies

### **Class 4 – How we make decisions**

Information to be Published	How to Obtain
Admissions arrangements	Website → Admissions
Admissions decisions (not individual cases)	Website → Admissions
Governing body and committee minutes (non-confidential items only)	Hard copy – request via school office

Note: Confidential items are withheld in accordance with FOIA/EIR and relevant regulations.

### **Class 5 – Our policies and procedures**

Information to be Published	How to Obtain
SEND Policy	Website → SEND
Attendance Policy	Website → Policies
Anti-bullying Policy	Website → Policies
Behaviour Policy	Website → Policies
Child Protection/Safeguarding Policy	Website → Policies
Health and Safety Policy	Website → Policies
Complaints Procedure	Website → Policies
RSHE Policy	Website → Policies

Equality Information & Objectives	Website → Policies and SEND
Accessibility Plan	Website → Policies and SEND
Data Protection, Information Security & Records Retention	Website → GDPR
Charging & Remissions Policy	Website → Policies

## **Class 6 – Lists and registers**

Information to be Published	How to Obtain
Curriculum information	Website → Curriculum
Disclosure logs	Hard copy – request via school office
Asset register	Hard copy – inspection by appointment
Public registers (excluding pupil attendance registers)	Hard copy – request via school office

## **Class 7 – The services we offer**

Information to be Published	How to Obtain
Extra-curricular activities	Website → Office letters
After-school/Breakfast club details	Website → Parents
Services with associated fees	Hard copy – request via school office
School publications, leaflets & newsletters	Website → Newsletters

## **Schedule of Charges (2026)**

Type of Charge	Cost
Photocopying/printing (B&W)	Actual per-sheet cost (reviewed annually)
Photocopying/printing (Colour)	Actual per-sheet cost (reviewed annually)
Postage	Charged at Royal Mail stamp cost

Statutory FOI Fees

Applied only where permitted under FOIA  
Section 12

Accessibility: If you require any information listed in this Guide in an alternative format (such as large print), the school will provide it where reasonable and practicable.

This Guide to Information is reviewed annually alongside the Freedom of Information Policy and updated to reflect changes to the ICO Model Publication Scheme.