



Dream Big, Aim High
& Make a Difference

Potley Hill Primary School Publication Scheme (Freedom of Information)

The Governing Body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme 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 information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in both paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
 - help every child develop the skills, knowledge and personal qualities needed for life and work,
- and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

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

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

School Prospectus – information published on the school website.

Governors Documents – information published on the school website and in other Governing Body documents

Pupils & 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

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, fax or letter. Contact details are set out below or you can visit our website at www.potleyhill.hants.sch.uk

Email: adminoffice@potleyhill.hants.sch.uk

Tel: 01252 876106

Fax: 01252 875187

Contact Address: Potley Hill Primary School, Potley Hill Road, Yateley, GU46 6AG

Information requests can also be submitted by email and other electronic means set out in the Act.

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

All requests for information must be specific in their content, listing the documents required within this scheme.

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

Appendix A illustrates the procedure for dealing with requests made under the scheme.

5. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless otherwise stated in section 6. 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. Where there is a charge this will be indicated.

6. Classes of Information Currently Published

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website: www.potleyhill.hants.sch.uk Hard copy	
Who's who in the school	Website: www.potleyhill.hants.sch.uk Hard copy	Free 10p per sheet plus 2 nd class postage
Who's who on the governing body and the basis of their appointment	Website: www.potleyhill.hants.sch.uk Hard copy	Free 10p per sheet plus 2 nd class postage
Instrument of Governance	Hard copy	10p per sheet plus 2 nd class postage
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Head teacher contact on website: www.potleyhill.hants.sch.uk GB email address published on website	Free
School prospectus	Parent Handbook available on website or as a hard copy	Free
Staffing structure	Website: www.potleyhill.hants.sch.uk Hard copy	Free 10p per sheet plus 2 nd class postage
School session times and term dates	Website (term dates): www.potleyhill.hants.sch.uk Website (session times): www.potleyhill.hants.sch.uk	Free Free

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	Hard copy	
Annual budget plan and financial statements	Hard copy	Free 10p per sheet plus 2 nd class postage
Capitalised funding	Hard copy	Free 10p per sheet plus 2 nd class postage
Additional funding	Hard copy	Free

		10p per sheet plus 2 nd class postage
Procurement and projects	Hard copy	10p per sheet plus 2 nd class postage
Pay policy	Hard copy	10p per sheet plus 2 nd class postage
Staffing and grading structure	Hard copy	10p per sheet plus 2 nd class postage
Governors' allowances	Hard copy	10p per sheet plus 2 nd class postage

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: www.potleyhill.hants.sch.uk Hard copies	
The latest Ofsted report - Full report - Interim assessment statement	Website url for both: http://www.ofsted.gov.uk/oxedu_providers/full/(urn)/116059 Hard copies available of both	Free Free 10p per sheet plus 2 nd class postage
Performance management policy and procedures adopted by the governing body.	Hard copy	10p per sheet plus 2 nd class postage
School's future plans	Website: www.potleyhill.hants.sch.uk School Improvement Plan – Hard copy	10p per sheet plus 2 nd class postage

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copies of Governor minutes	
Admissions policy/decisions (not individual admission decisions)	Website: www.potleyhill.hants.sch.uk Hard copy	Free 10p per sheet plus 2 nd class postage
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	10p per sheet plus 2 nd class postage
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	Hard copy	10p per sheet plus 2 nd class postage

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	<p>Website and/or hard copy: www.potleyhill.hants.sch.uk</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions • Health and Safety • Complaints procedure • Staff Code of Conduct • Disciplinary • Grievance Procedure • Equalities • Intercultural • Recruitment 	<p>Website and/or hard copy: www.potleyhill.hants.sch.uk</p>	<p>Free / 10p per sheet plus 2nd class postage</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Curriculum • PSHE including drugs education and RSE • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline 	<p>Website and/or hard copy: www.potleyhill.hants.sch.uk</p>	<p>Free / 10p per sheet plus 2nd class postage</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Hard copy only</p> <p>Hard copy</p> <p>Hard copy</p>	<p>10p per sheet plus 2nd class postage</p>
<p>Charging regimes and policies.</p> <p>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.</p>	<p>Website/hard copy</p> <p>www.potleyhill.hants.sch.uk</p>	<p>Free / 10p per sheet plus 2nd class postage</p>

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	10p per sheet plus 2 nd class postage
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection only	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Extra-curricular activities	Website: www.potleyhill.hants.sch.uk and Weekly Bulletin	Free
Out of school clubs	Kidz R Us http://www.kidzrus.uk	
School publications	None	
Services for which the school is entitled to recover a fee, together with those fees	None	
Leaflets books and newsletters	Website and/or hard copy: Weekly Bulletins: www.potleyhill.hants.sch.uk Governors' Annual Report: www.potleyhill.hants.sch.uk	Free / 10p per sheet [colour] plus 2 nd class postage

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
None		

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 @ 10p per sheet (black & white)	Actual cost 10p per sheet including paper, photocopier hire and charges, and staff time
	Postage	Royal Mail standard 2 nd class postage – from 87p (July 2025], depending on weight and size
Statutory Fee	None	
Other	None	

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to: Headteacher, Potley Hill Primary School, Potley Hill Road, Yateley, GU46 6AG.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act

2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Help Line: 0303 123 1113

Website : <https://ico.org.uk>

Date Reviewed: July 2025

Next Review: July 2027

Appendix A – Freedom of Information Act Process (Map 1)



