



Freedom of Information Policy and Publication Scheme

Amington Heath Primary School

Freedom of Information Policy and Publication Scheme

September 2026

To be reviewed September 2029

Introduction

Amington Heath Primary School is committed to openness and transparency and complies with the Freedom of Information Act 2000.

The Freedom of Information Act gives any person the right to request access to recorded information held by the school, subject to certain exemptions contained within the Act.

The school has adopted the Information Commissioner's Office (ICO) Model Publication Scheme and is committed to making information routinely available to the public.

Publication Scheme

The school makes information available under the following classes:

1. Who We Are and What We Do

Information about:

- School contact details
- Staffing structure

- Governing Board membership
- School organisation
- School prospectus

2. What We Spend and How We Spend It

Information about:

- Annual budget information
- Financial benchmarking information
- Procurement and contracts where appropriate
- Salary information published in accordance with statutory requirements

3. What Our Priorities Are and How We Are Doing

Information about:

- School development priorities
- Ofsted reports
- Performance information where publication is required
- School improvement plans (summary versions)

4. How We Make Decisions

Information about:

- Governing Board meeting information
- Policies approved by governors
- Consultation documents where applicable

5. Policies and Procedures

Including:

- Safeguarding
- Behaviour
- Complaints
- Admissions
- SEND
- Data Protection
- Health and Safety
- Charging and Remissions

6. Lists and Registers

Information that the school is legally required to maintain and make available, where appropriate.

7. Services We Offer

Information relating to:

- Educational provision
 - Curriculum
 - Extra-curricular activities
 - Extended services
 - Information for parents and carers
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Making a Freedom of Information Request

If the information you require is not already available on the school's website, you may submit a Freedom of Information request.

Requests should:

- Be made in writing (including email).
- Include the applicant's name.
- Provide an address for correspondence.
- Clearly describe the information requested.

Requests should be sent to:

Headteacher

Amington Heath Primary School

Quince

Tamworth

B77 4EN

Email: office@amingtonheath.staffs.sch.uk

The school will normally respond within 20 school working days in accordance with the Freedom of Information Act 2000.

Exemptions

The school may withhold information where an exemption applies under the Freedom of Information Act. This includes, but is not limited to:

- Personal data protected by Data Protection legislation
- Information relating to safeguarding
- Commercially sensitive information

- Information provided in confidence
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Charges

Information available on the school's website is provided free of charge.

The school reserves the right to charge for:

- Photocopying
- Printing
- Postage
- Other actual disbursement costs permitted under legislation

Applicants will be informed of any charge before information is provided.

Complaints

If you are dissatisfied with the handling of a Freedom of Information request, you should first contact the Headteacher.

If you remain dissatisfied, you may complain to the Information Commissioner's Office:

Information Commissioner's Office
www.ico.org.uk

Review

This policy will be reviewed every three years or sooner if legislation changes.