



Publication Scheme

on Information Available
under the Freedom of Information Act 2000

Date Approved:	14 th May 2026
Next Review:	Summer Term 2030



Publication 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 the school must produce a publication scheme, setting out:

- *The classes of information which the school will 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 either available for you on our website to download and print off or available in paper form.

Some information which the school holds 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. Vision

The Governing Body's vision is to promote the school's core values; **'Respect, Responsibility and Resilience'** in order to develop confident, inquisitive, happy learners who:

- are inspired to have a lifelong love of learning
- have high self-esteem, high aspirations and experience success
- show good behaviour, positive relationships and make a meaningful contribution to the school and its local and global community
- celebrate the school's diverse environment where all are equal

The school will achieve this by creating an inclusive, safe and stimulating environment with high quality creative learning experiences including the use of ICT.

The school values the contribution of the whole school community – children, staff, governors, parents and carers in working towards making this vision a reality.

3. Aims

The school aims to:

- ensure every child reaches their full potential both academically and socially.
- ensure all individuals are given equal opportunities to participate in all aspects of school life.
- work as a team to achieve the best possible outcomes for the children.
- offer a broad, personalised, balanced and enriched curriculum which will encourage academic, aesthetic, physical, social, emotional and spiritual development.
- ensure collaboration and respect between all individuals.
- have clear communication across the school.

4. Categories of information published

This Publication Scheme sets out information which the school currently publishes (or has recently published) or which will be published 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 the school undertake to make available are organised into four broad topic areas:

- **School Website** – information published on the school website.
- **Governing Body's Documents** – information published in the Minutes of Governing Body meetings 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.

5. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by email or letter.

Contact details:

Email: school@downsellprimary.waltham.sch.uk

Address: Downsell Primary School, 134-136 Downsell Road, Leyton, E15 2BS

To help process requests quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information isn't available via the scheme and isn't on the website, contact the school to ask if it is available.

6. Paying for information

Information published on the website is free, although it may incur Internet service provider costs. If you don't have Internet access, the website can be accessed using a local library or an Internet café.

Single copies of information covered by this scheme are provided free unless stated otherwise in section 6.

If a request means that the school has 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, the school will inform you of the cost before fulfilling the request. Charges will be indicated by a £ sign in the description box.

7. Feedback and Complaints

The Governing Body welcomes comments or suggestions about the scheme. In the first instance, contact the Headteacher. If you are not satisfied with the response, your formal complaint should be addressed to the Information Commissioner's Office, which can be contacted at:

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

Website : www.informationcommissioner.gov.uk

8. Classes of Information Currently Published

Information to be published	How information can be obtained	Cost
Class 1 – Who we are and what we do <i>(Organisational information, locations and contacts, constitutional and legal governance.)</i>		
Instrument of Government	Website www.downsellprimary.org	Free
Members of the Governing Body and basis of appointment	Website www.downsellprimary.org	Free
Terms of Reference for Committees	Website www.downsellprimary.org	Free
Contact details for Headteacher	Tel: 020 8556 0103 school@downsellprimary.org	Free
Contact details for Headteacher's Personal Assistant	Tel: 020 8556 0103 school@downsellprimary.org	Free
Contact details for the Chair of the Governing Body & other Governors	Tel: 020 8556 0103 school@downsellprimary.org	Free
Contact details for the Clerk to the Governing Body	Tel: 020 8556 0103 school@downsellprimary.org	Free
Staffing Structure and/or List of Staff	Hard copy school@downsellprimary.org	10p/page
School session times and term dates	Website school@downsellprimary.org	Free

Information to be published	How information can be obtained	Cost
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.)</i>		
Annual budget plan and Budget Monitoring Statements	Hard copy school@downsellprimary.org	Free
Capitalised funding	Hard copy school@downsellprimary.org	Free
Additional funding	Hard copy school@downsellprimary.org	Free
Procurement and projects	Hard copy school@downsellprimary.org	Free

Pay Policy	Hard copy school@downsellprimary.org	10p/page
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Information to be published	How information can be obtained	Cost
Class 3 – What our priorities are and how we are doing. <i>(Strategy and performance information, plans, assessments, inspections and reviews.)</i>		
• DfE performance data • Ofsted Inspection Report	Website school@downsellprimary.org	Free
Action Plan in response to Ofsted Inspection Report	Website school@downsellprimary.org	Free

Information to be published	How information can be obtained	Cost
Class 4 - How we make decisions. <i>(Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.)</i>		
Admissions policy/decisions (not individual admission decisions)	Website school@downsellprimary.org	Free
Agendas of Governing Body meetings <i>(This excludes information that is regarded as private)</i>	Hard copy Contact Clerk to the Governing Body	10p/page

Information to be published	How information can be obtained	Cost
Class 5 - Our policies and procedures. <i>(Current written protocols for delivering our functions and responsibilities.)</i>		
See Appendix 1 for a list of policies	Website school@downsellprimary.org	Free

Information to be published	How information can be obtained	Cost
Class 6 – Lists and Registers <i>(Information held in registers required by law and other lists and registers relating to the functions of the authority.)</i>		
Curriculum circulars and statutory instruments	Hard copy school@downsellprimary.org	10p/page
Register of interests	Website school@downsellprimary.org Hard copy	10p/page

	Contact Clerk to the Governing Body	
Asset Register	Inspection only	Not applicable
Information school is currently legally required to hold in publicly available registers. NOTE: THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER	Contact school@downsellprimary.org	

Information to be published	How information can be obtained	Cost
Class 7 – The services we offer <i>(Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.)</i>		
Extra-curricular activities	Website school@downsellprimary.org	Free
Out of school clubs	Website school@downsellprimary.org	Free
School publications	Website school@downsellprimary.org	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy school@downsellprimary.org	10p/page
Leaflets books and newsletters	Website school@downsellprimary.org	Free

Schedule of Charges		
Disbursement Cost	Photocopying / printing Actual cost to school	10p/page
Disbursement Cost	Postage At Royal Mail published rates for 2 nd class mail: Standard or Large Letter	Actual cost

Appendix 1 – List of Policies

Accessibility Policy & Plan

Admissions Policy

Appraisal Policy and Procedure

Attendance & Punctuality Policy

Behaviour Policy

Behaviour Principles Statement

Capability Policy & Procedure

Charge card policy

Charging & Remissions policy

Child Protection & Safeguarding Policy

Complaints Procedure

Debt Recovery Policy

Disciplinary Policy & Rules

ECT Policy

Equality and Diversity Policy

Equality Information and objectives (public sector equality duty) statement for publication

EYFS Policy

Finance Policy

First Aid Policy

Flexible Working Policy

Publication scheme

Freedom of Information Policy

GDPR Policy

Code of Conduct – Governors, Staff

Health & Safety Policy

HRSE Policy

Intimate Care Policy

Leave of Absence Policy

Low Level Concerns Policy

Maternity Policy

Menopause Policy

Online Safety Policy

Pay Policy

Privacy notice - EY, Primary & Staff

Religious Education

Recruitment Policy

Safeguarding and Child Protection Policy

SEND Policy

Sexting Policy

Social Media Policy

Staff Expenses Policy

Subject Access Request Policy

Supporting Children with Medical Conditions Policy

Uniform Policy

Whistleblowing Policy