

# Trinity & St Michael's CE/Methodist Primary School

## Publication Scheme

This scheme sets out the classes of information which we publish in line with the model approved by the ICO.

The scheme indicates the format in which the information will be made available, how to request information and whether the information is available free of charge or on payment.

### 1. Classes of information

Information that is always available via our website:

- Staffing Structure (Via school brochure)
- Governing Body Information
- PTFA Committee details
- Performance information
- Inspection information
- Key policies and procedures
- Termly curriculum updates for each year group
- Enrichment activities
- Pupil Premium Funding Information
- Sports Funding Information
- SEND Report

Information which **will not** be made available under this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form, or notes, documents in older versions, emails or other correspondence.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

### 2. How to request information

Requested documents under this scheme can be downloaded from the website or delivered electronically where possible. Paper copies can be provided by contacting the school:

[Tel: 01772 600379](tel:01772600379)

Mrs Carole Rigby (Business Manager) [c.rigby@croston-pri.lancs.sch.uk](mailto:c.rigby@croston-pri.lancs.sch.uk)

or

Mrs Julie Commins (Administrative Officer) [bursar@croston-pri.lancs.sch.uk](mailto:bursar@croston-pri.lancs.sch.uk)

To enable us to process your request quickly, please mark all correspondence:

**“FREEDOM OF INFORMATION REQUEST”**

Documents can be translated under disability legislation into accessible formats where possible.

**3. Charges**

Documents contained in this scheme will be provided free of charge,

Single paper copies are also available free of charge to parents/carers and prospective parents/carers of the school.

Requests for other information will be charged as outlined in Section 4 & 5 of our school's Freedom of Information Policy.

**4. Feedback**

We welcome any comments or suggestions you may have regarding this scheme. Please contact the governing body via the school office: 01772 600379. [bursar@croston-pri.lancs.sch.uk](mailto:bursar@croston-pri.lancs.sch.uk) (FTAO the Chair of Governors)

*Related School Documents:*

- *Freedom of Information Policy (provides more detail with regard to our school's procedures for the release and publication of data).*
- *GDPR Notice for Pupils and their Families (provides more detail with regard to school's role as a Data Controller)*