Freedom of Information Publication Scheme

SEPTEMBER 2026

Approved at committee on: **30/09/2026**

Adopted & ratified by full governing body on: **30/09/2026**

FREEDOM OF INFORMATION PUBLICATION SCHEME

Our Christian Vision
'To be the best we can in the sight of God'

Inspired by St Paul's teaching 'You are all one in Christ' (Galations 3:28)

We aspire for everyone in our school family to be accepted and be accepting, welcoming all. To be a community that treats others equally, with respect and kindness. To be aspirational, having hope and celebrating the value and purpose of our unique abilities. To love learning and to embrace new experiences and challenges with courage and creativity, as we become the best version of ourselves. We want to promote peace. To love and serve our diverse local and global community, making a difference for others.

This is St Thomas' Leesfield CE Primary School Publication Scheme on information available under the Freedom of Information Act 2000

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 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

Our six aims

1. (Standards) To ensure that each child achieves their highest standard and makes good progress in all areas of school life.
2. (Teaching and Learning) To provide pupils with high quality teaching in order to meet each child's learning needs by means of a broad, balanced curriculum.
3. (Environment) To provide a secure, well resourced, high quality learning environment.
4. (Management) To support the work of the school by effective management of finance, curriculum, administration and personnel.
5. (Ethos) To create a happy, inclusive school culture in which to promote our children's spiritual, moral, social and cultural development and in which all children feel valued.
6. (Partnership) To promote a mutually supportive learning partnership with governors/parents and to extend children's skills and interests to the wider community. Parents of children with AEN/SEN will be kept informed of their child's progress as outlined in the policy.

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 Information– published on the school website online.

Governors' Documents – information in 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, email or letter. Contact details are set out below. You may also visit our website at www.leesfield.oldham.sch.uk

Email: **info@leesfield.oldham.sch.uk**

Tel: **0161 770 7400**

Contact Address: **Thomas St, Lees, Oldham OL4 5AT**

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

If the information you are looking for is not available via the scheme, and is not on our website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not 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 stated otherwise 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 by a £ sign in the description box.

6. Classes of Information Currently Published

Class	Description
School online information	New Reception class parents visit the website during the welcome evening and are encouraged to view the website regularly. The statutory contents of school information is as follows, (other items may be included at the school's discretion): • the name, address and telephone number of the school, and the type of school • the names of all staff and governors (including the basis on which they are elected) • School session times and term dates • information on the school policy on admissions • a statement of the school's ethos and values • the fact that the school is a Church of England school and that the religious education is in accordance with the teachings and norms of the Church of England, parents' right to withdraw their child from religious education and collective worship and any alternative provision which exists for such pupils • information about the school's policy on providing for pupils with special educational needs • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents • Information on the school's accessibility plan (The accessibility plan always includes a current action plan)

Weekly Newsletter	Description Provides information and weekly updates/reminders of everything that is going on in school.
Class	**Description**
School website	Contains all information about the school including: • School details • School information – attendance and absences, mission statement, aims, school uniform • Policies and documents • News & dates • Teaching and learning information • Class information • Ethos • Services provided by school • Extra-curricular • Community • Church links • Curriculum information
Instrument of Government	• The name of the school • The school's ethos statement • The fact that the school is a voluntary aided school and the diocese or religious order which are its trustees • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of the person or body entitled to appoint any category of governor • The date the instrument takes effect
Minutes of meeting of the governing body	Agreed minutes of meetings of the governing body. Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Offer Document	Comprehensive information following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationship & Sexual Health Education Policy	Statement of policy with regard to sex and relationship education –Appendix to PSHE Policy & Science Policy
Special Education Needs and Disabilities Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Equality Policy	Statement of policy for promoting race equality included in the Equality Policy
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship complying with the practices of the Church of England.
Child Protection Policy known as Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline known as Positive Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Admissions Policy & Supplementary forms.	Statement of policy reviewed annually for admissions to the school.

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published inspection reports referring expressly to the school	Inspection report of the last inspection of denominational education of the school Published report of the last Ofsted inspection of the school and the summary of the report
Post inspection action plans	A plan setting out the actions required following the last inspection of denominational education A plan setting out the actions required following the last Ofsted inspection
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	The school has adopted the Complaints Procedure which was written by the school in line with the OMBC procedure recommendations
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff as detailed in the Performance Management Policy and the annual report of the head teacher on the effectiveness of appraisal procedures. Some information might be confidential or otherwise exempt from the publication by law.
Staff Conduct, Discipline and Grievance	The school has adopted the current procedures as set out by OMBC.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Data protection policy (GDPR)	Statement explaining the protection of personal information, checking, storage, disclosure and right of access to data.
School Development Plans	This details the main objectives and priorities of the school along with all other reviews, plans and strategies for the development of the school
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit - What we spend and how we spend it. A minimum of the current year and previous 2 financial years should be made available.

Class	Description
Annual budget plan and financial statements	Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns
Capital Funding	Details of the capital funding allocated to the school together with information on related building projects and other capital projects.
Additional Funding	Income generation schemes and other sources of funding
Procurement and contracts	Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.
Pay Policy	The statement of the school's policy and procedures regarding Teacher's pay follows the LA policy
Staffing and Grading structure	The Governing Body considers the staffing and grading structure on an annual basis based on the needs of the children and professional development of staff
Governors' allowances	Details of allowances and expenses that can be claimed and incurred.

Please note:

- ***Much information is available from the school office and/or on the school website www.leesfield.oldham.sch.uk***

- ***Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this***

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 the Chair of Governors**.**

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 as follows:

ICO helpline: open between the hours of 9.00am and 5.00pm, Monday to Friday.
Information Commissioner's Office

www.ico.org.uk

Telephone: 0303 123 1113

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
By email: notification@ico.gsi.gov.uk
Website: www.informationcommissioner.gov.uk

Headteacher: ……
Mr J Whittaker

Chair of Governors ……
Mrs Hannah Jackson

Date approved (committee) …….. 30/09/2026

Date adopted (full governors)…….. 30/09/2026

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For Freedom of Information Act Publication Scheme					
What ?	**Probable Content**	**Why ?**	**Who ?**	**Where ?**	**When ?**
Information held relating to school	Name Contact details including address and telephone numbers Details of medical information individual for every child Plus other information (see list in the policy)	To keep children and adults safe	All Staff (as necessary)	Data (medical information/contact details – paper) are kept in the PPA room (locked out of school hours) and on computer systems eg SIMS and in locked filing cabinets. All rooms holding information/data are locked out of hours.	Data is kept in line with our Records and Management Policy Sept 2022

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		✓

This policy will be reviewed every year or sooner if legislation / school assessment systems change.