



**THOMLINSON JUNIOR SCHOOL**

**FREEDOM OF INFORMATION  
PUBLICATION SCHEME**

**2024-2026**

Approved by <sup>1</sup>	
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Date:	17.4.2024
Review date <sup>2</sup> :	April 2026

<sup>1</sup> The Governing Body are free to determine how to implement.

<sup>2</sup> The Governing Body are free to determine review frequency.



## Freedom of Information

### Guide to information available from Thomlinson Junior School under the model publication scheme

We referred to the Information Commissioner’s Office (ICO) [‘Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme’ \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
<b>Class 1 - Who we are and what we do</b> Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).	Hard copy and/or school website	
Head teacher’s contact details.	School website <a href="http://thomlinson.cumbria.sch.uk">http://thomlinson.cumbria.sch.uk</a>	Free
Who’s who in the school	School website <a href="http://thomlinson.cumbria.sch.uk">http://thomlinson.cumbria.sch.uk</a>	Free
Who’s who on the governing body/board of governors and selection criteria for appointment.	School website <a href="http://thomlinson.cumbria.sch.uk">http://thomlinson.cumbria.sch.uk</a>	Free
Governing body’s or board of governors’ contact details.	School website <a href="http://thomlinson.cumbria.sch.uk">http://thomlinson.cumbria.sch.uk</a> or contact the Clerk to Governors: <a href="mailto:sbm@thomlinson.cumbria.sch.uk">sbm@thomlinson.cumbria.sch.uk</a>	
Instrument of Government	School website <a href="http://thomlinson.cumbria.sch.uk">http://thomlinson.cumbria.sch.uk</a> or contact the Clerk to Governors: <a href="mailto:sbm@thomlinson.cumbria.sch.uk">sbm@thomlinson.cumbria.sch.uk</a>	Free
School prospectus (if any).	N/A – information on website	Free
School session times and term dates	School website <a href="http://thomlinson.cumbria.sch.uk">http://thomlinson.cumbria.sch.uk</a>	Free

Current information to be published	How you can obtain information	Cost
<p><b>Class 2 – What we spend and how we spend it</b> Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.</p>	Hard copy available on written request	
Annual budget and financial statements or the academy annual accounts.	Hard copy available on written request	
Capital funding.	Hard copy available on written request	
Financial audit reports.	Hard copy available on written request	
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).		
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hard copy available on written request	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy available on written request	
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy available on written request	
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Hard copy available on written request	
Details of any premiums we receive such as Pupil premium.	Hard copy available on written request Pupil Premium Strategy available on School website <a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a>	

Current information to be published	How you can obtain information	Cost
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>	<p>Hard copy available on written request</p>	
<p>Annual Report.</p>		
<p>Latest report from the regulator Ofsted.</p> <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> <li>• Post-inspection action plan</li> </ul>	<p>Hard copy available on written request</p> <p>School website <a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a></p>	
<p>Exam and assessment results.</p>	<p>Hard copy available on written request</p>	
<p>Performance tables</p>	<p><a href="https://www.gov.uk/school-performance-tables">https://www.gov.uk/school-performance-tables</a></p>	<p>Free</p>
<p>Our future plans e.g., proposals for and any consultation on the future of our school, such as a change in status.</p>		
<p>Our school profile and performance data supplied to the Government (GIAS)</p>	<p><a href="https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/112125">https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/112125</a></p>	
<p>Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health &amp; Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.</p>		
<p><b>Class 4 – How we make decisions</b></p> <p>Our decision-making processes and records of decisions.</p> <p>Current and previous three years as a minimum.</p>	<p>Hard copy available on written request</p>	
<p>Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.</p>	<p>School website <a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a></p>	

Current information to be published	How you can obtain information	Cost
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	Hard copy available on written request	
<p><b>Class 5 – Our policies and procedures</b></p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities</p> <p>As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.</p>	<p>Hard copy available on written request</p> <p>School website for statutory policies</p> <p><a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a></p>	
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	<p>Hard copy available on written request</p> <p>School website for statutory policies</p> <p><a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a></p>	
Safeguarding and child protection, including protecting children’s personal data.	<p>Hard copy available on written request</p> <p>School website for statutory policies</p> <p><a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a></p>	
Equality and Diversity.	<p>Hard copy available on written request</p> <p>School website for statutory policies</p> <p><a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a></p>	
Policies and procedures relating to recruitment and human resources.	Hard copy available on written request	
Special educational needs and disability.	<p>Hard copy available on written request</p> <p>School website for statutory policies</p> <p><a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a></p>	

Current information to be published	How you can obtain information	Cost
Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Hard copy available on written request School website for statutory policies <a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a>	
Pay Policy	Hard copy available on written request	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing and CCTV usage policies)</li> </ul>	Hard copy available on written request School website for statutory policies <a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a>	
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	Hard copy available on written request School website for statutory policies <a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a>	
<b>Class 6 – Lists and Registers</b> Lists and registers we currently maintain (does not include the attendance register)	Hard copy available on written request Some information may only be available by inspection	
Curriculum circulars and statutory instruments	Hard copy available on written request	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.		
Disclosure logs i.e., information provided in response to FOIA requests		

Current information to be published	How you can obtain information	Cost
Asset register and Information Asset register	Hard copy available on written request Some information may only be available by inspection	
Any information we are currently legally required to hold in publicly available registers	Hard copy available on written request Some information may only be available by inspection	
<b>Class 7 – The services we offer</b> Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	School website	
Extra-curricular activities	School website or contact the school office <a href="mailto:office@thomlinson.cumbria.sch.uk">office@thomlinson.cumbria.sch.uk</a>	
Out of school clubs	School website or contact the School Business Manager <a href="mailto:sbm@thomlinson.cumbria.sch.uk">sbm@thomlinson.cumbria.sch.uk</a> or the school office <a href="mailto:office@thomlinson.cumbria.sch.uk">office@thomlinson.cumbria.sch.uk</a>	
Services for which the school is entitled to recover a fee, together with those fees	Available by inspection	
School publications, leaflets, books, and newsletters	Hard copy available on written request from the school office <a href="mailto:office@thomlinson.cumbria.sch.uk">office@thomlinson.cumbria.sch.uk</a> or School website where applicable <a href="https://thomlinson.cumbria.sch.uk">https://thomlinson.cumbria.sch.uk</a>	
<b>Additional Information</b> Any information that is not itemised in the lists above		

### Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying/printing @ 21p per sheet (black & white)	Actual cost
	Photocopying/printing @ 21p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		