



Guide to Information

(March 2026 – Reviewed Annually)

1. Introduction: what a publication scheme is and why it has been developed

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner. There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

Schools should also publish a guide to information alongside the publication scheme.

2. Aims and Objectives

The school aims to:

- ✓ enable every pupil to fulfil their learning potential, with education that meets the needs of every pupil;
- ✓ help every pupil develop the skills, knowledge and personal qualities needed for life and work;

This publication scheme is a means of showing how we are pursuing these aims.

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 Prospectus* – information published in the school prospectus
 - *Governors' Documents* – information published on the school website and in other governing body documents
 - *Pupils and 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.
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4. How to request information

The majority of documents are available on our website <https://newdigate-primary-school.secure-primariesite.net/>

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

Contact details are set out below:

Email: admin2633@welearn365.com

Tel: 02476 361662

Contact Address: Newdigate Primary School, Anderton Road, Bedworth. Warwickshire. CV12 0HA

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 to access on-line, although you may incur costs from your internet service provider. If you don't have internet access, you can access our website using a local library or an internet café. Please see our Charging Policy for charges made to print and copy.

6. Classes of information currently published

6.1 Who we are and what we do

- ☐ Instrument of Government; the document that records the name and category of the school and the name and constitution of its Governing Body.

- ☐ *School prospectus*

- Information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
- A description of the policies relating to SEND pupils, including facilities to improve access and the disability plan.

- ☐ *Governing Body*

The names, and contact details (via the school unless permission is explicitly given to share this) of the governors should be available and the basis on which they have been appointed.

- ☐ *School session times and term dates*

Details of school session times and dates of school terms and holidays are available on the school website

- ☐ *Location and contact information*

The address, telephone number and website for the school together with the names of key personnel.

6.2 What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- ☐ Pupil Premium funding
- ☐ PE sports premium funding
- ☐ *Pay Policy* ;

The statement of the school's policy and procedures regarding teachers' pay.
Staffing and grading structure

6.3 What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

- ☐ *School Profile*
- ☐ Government supplied performance data
- ☐ The latest Ofsted report

○ *Performance management information*; policy and procedures adopted by the governing body

○ *School's future plans*

Any major proposals for the future of the school involved, for example consultation or a change in school status

○ *Child protection/safeguarding*

The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

6.4 How we make decisions

Decision making processes and records of decisions, available for the current and previous three years.

○ *Admissions policy/decisions*

The school's admission arrangements and procedures together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.

○ *Minutes of meetings of the Governing Body and its sub-committees*

Minutes, agendas and papers considered at such meetings will be available upon request, with the exception of information that is properly considered to be private to the meeting.

6.5 Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

○ *School policies*

This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance

policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.

- *Pupil and curriculum policies*

This will include such policies as, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, and pupil discipline.

- *Records management and personal data policies*

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- *Equality and diversity*

This will include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

- *Policies and procedures for the recruitment of staff*

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

- *Charging regimes and policies*

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

6.6 Lists and registers

- *Curriculum circulars and statutory instruments*

Statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum

- *Disclosure logs*

If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

- *Asset register*

Some information from capital asset registers to be available, if such registers are held.

- *Any information the school is currently legally required to hold in publicly available registers*

6.7 The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

- *Extra-curricular activities*

- *Out of school clubs*

- *School publications*

- *Services for which the school is entitled to recover a fee, together with those fees*

- *Leaflets, booklets and newsletters*

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

Newdigate Primary School, Anderton Road, Bedworth, Warwickshire CV12 0HA

If you are not satisfied with the assistance that you receive 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 Commissioners 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 at:

Information Commissioner

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

Enquiry /Information Line: 0303 123 1113

Or visit <https://ico.org.uk/>
