

# Primary School Freedom of Information Publication Scheme

## Aspire Federation

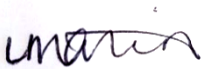
*'Let your light shine!'*



**Reviewed and updated:** March 2026

**Ratified by Governors:** 18<sup>th</sup> March 2026

**Next review:** March 2027

Signed: ...  .....

Signed: ..... 

Name: Laura Martin  
(Executive Headteacher)

Name: Pete Hilton  
(Chair of Governors)

Date: .....19.3.26.....

Date: ...19.3.26.....

This document sets out the Freedom of Information (FOI) Publication Scheme for The Aspire Federation of William Hildyard Church of England Primary and Nursery School and St. George's Church of England Primary School.

It is based on the model publication scheme approved by the Information Commissioner's Office (ICO) and outlines the classes of information we make routinely available, how this information can be accessed, and any associated charges.

## **1. Introduction**

Under the Freedom of Information Act, all public authorities, including primary schools, are required to adopt and maintain a Publication Scheme. The scheme commits the school to proactively publish information in a clear and accessible manner.

## **2. The Publication Scheme**

Our Publication Scheme follows the ICO's model scheme, which sets out seven classes of information:

- 1. Who we are and what we do – organisational information, structures, locations, and contacts.
- 2. What we spend and how we spend it – financial information on projected and actual income and expenditure.
- 3. What our priorities are and how we are doing – including performance indicators and assessments.
- 4. How we make decisions – decision-making processes and records.
- 5. Our policies and procedures – current written protocols and rules.
- 6. Lists and registers – information we are legally required to hold.
- 7. The services we offer – information on educational services, newsletters, and guidance.

## **3. How to Access Information**

Information listed in the Publication Scheme will be available on our school website where possible. Where information is not available online, it may be provided in printed form upon request.

## **4. Charges**

Most information will be available free of charge. However, the school may charge for photocopying, printing, or postage if a physical copy is requested. Any charges will be communicated in advance.

## **5. Making a Freedom of Information Request**

If the information you need is not included in this Publication Scheme, you may submit an FOI request. Requests should be made in writing and include your name, contact details, and a description of the information requested.

## **6. Contact Details**

### **William Hildyard C of E Primary and Nursery School -**

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### **St. George's C of E Primary School –**

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