

Parkfield Primary School



Freedom of Information Publication Scheme

Links to:

- Data Protection Policy (including Subject Access, Freedom of Information, Data Breach Reporting and Data Retention Procedures)
- Privacy Notice - Pupils and Workforce

Data Protection Officer

Amy Brittan - dposchools@somerset.gov.uk

School Data Protection Lead

Gareth Jones - Headteacher

Date policy approved and adopted: July 2025

Policy agreed by: Finance Committee

Next review date: June 2026

What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits our School to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the School that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the School is the only owner

Classes of information

There are 7 classes of information we hold:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

The classes of information will not generally include:

- 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.
- 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.

Making information available

We will aim to provide as much information as possible on our School website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. We will arrange an appointment to view the information within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so.

Our obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the [Re-use of Public Sector Information Regulations](#) (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information. See Section 3 for our Schedule of Charges.

Written requests and contact

Information held by the School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

If you have a request for information, please contact Parkfield Primary School at office@parkfieldschool.co.uk or our Data Protection Officer dposchools@somerset.gov.uk

Who we are and what we do

| Information to be published. | How the information can be obtained | Cost |
|---|---|--|
| Who is who on the governing board of governors and the basis of their appointment | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| Contact details for the key personnel including Headteacher and for the governing body, via the school (named contacts where possible). | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| School prospectus | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| Staffing structure | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| School session times and term dates | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| Address of school and contact details, including email address. | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |

What our priorities are and how we are doing

| Information to be published. | How the information can be obtained | Cost |
|--|--|--|
| School profile and in all cases: <ul style="list-style-type: none"> • Performance data supplied by the government, or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan | School website https://www.parkfieldschool.co.uk/ https://reports.ofsted.gov.uk/provider/21/123714 | Information freely available on school website |
| Performance management policy and procedures adopted by the governing body. | Enquire via the school email address | Price on application |

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| | office@parkfieldschool.co.uk | |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | Enquire via the school email address office@parkfieldschool.co.uk | Price on application |
| Safeguarding and child protection policies | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |

How we make decisions

| Information to be published. | How the information can be obtained | Cost |
|--|--|--|
| Admissions policy | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings). | Enquire via the school email address office@parkfieldschool.co.uk | Price on application |

Our policies and procedures

| Information to be published. | How the information can be obtained | Cost |
|---|---|--|
| School Policies and other documents | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| Records management and personal data policies, including: <ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection (including information sharing policies) | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| Equality and diversity policies | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| Policies and procedures for the recruitment of staff | Enquire via the school email address | Price on application |

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|--------------------------------|---|--|
| | office@parkfieldschool.co.uk | |
| Charging regimes and policies. | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |

Lists and Registers

| Information to be published. | How the information can be obtained | Cost |
|--|--|--|
| Curriculum circulars and statutory instruments | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| Disclosure logs | Enquire via the school email address office@parkfieldschool.co.uk | Price on application |
| Asset register | Enquire via the school email address office@parkfieldschool.co.uk | Price on application |
| Any information the school is currently legally required to hold in publicly available registers | Enquire via the school email address office@parkfieldschool.co.uk | Price on application |

The services we offer

| Information to be published. | How the information can be obtained | Cost |
|--|---|--|
| Extra-curricular activities | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| Out of school clubs | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
| Services for which the school is entitled to recover a fee, together with those fees | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |

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| School publications, leaflets, books and newsletters | School website https://www.parkfieldschool.co.uk/ | Information freely available on school website |
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SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying/printing @ 5p per sheet (black & white) | Actual cost |
| | Photocopying/printing @ 10p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |