



Lyneham Primary School

Freedom of Information Policy

Member of staff responsible	John Read - Headteacher
Governor responsible	Daniel Alexander
Date approved at Governing Body	June 2025
Frequency of policy review	Every 2 years
Date next review due	June 2027

Document Version Control

Issue Number	Issue Date	Summary of changes
1	Nov 2016	First issue
2	Feb 2019	Policy Review
3	Jun 2023	Policy Review
4	Jun 25	Policy Review

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.

Availability of Statutory Documents

Statutory documents are available on the school website or paper copies are available on request from the School Office.

There are various policies and documents that are available and these are detailed in Appendix I.

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

How To Request Information

If you require a paper version of any of the documents within the Scheme, please contact the School Office by telephone, email, fax or letter. Contact details are set out below –

Email: admin@lynehamprimary.wilts.sch.uk
Tel: 01249 890413
Contact address: Preston Lane, Lyneham, Chippenham, Wiltshire, SN15 4QJ

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

If the information you're looking for is not available via the Scheme, you can still contact the school to ask if we have it.

Paying For Information

Information published on our website is free, 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.

Single copies of information covered by this publication are provided free unless stated otherwise.

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 price item such as some printed publications or videos we will let you know the cost before fulfilling your request.

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 Mr Daniel Alexander, 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 organization that ensures compliance with the Freedom Of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Email:	publications@ic-foi.demon.co.uk
Tel:	01625 545700
Website:	www.informationcommissioner.gov.uk
Contact address:	Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Scheme Of Publication

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report.
School session times	Details of the morning and afternoon sessions times for the school
School term dates and TD days	Details of the school dates, holiday dates and proposed TD days for the academic year.
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Minutes of meeting of the Governing Body and its Committees	Agreed minutes of meetings of the Governing Body and its committees (current and last full academic year).
Other documents	A list of all other policies and schemes of work area available at the School Office