

# Freedom of Information Publication Scheme



**Effective Date:** September 2025

**Review Date:** September 2028

## 1. Introduction

This publication scheme sets out how Holme and Hinchliffe Mill Junior and Infant Schools comply with the Freedom of Information Act 2000. It follows the Information Commissioner's Office (ICO) model and outlines:

- The types of information we routinely publish
- How the information can be accessed
- Whether any charges apply

## 2. Classes of Information We Publish

### Who we are and what we do

- School structure and organisation
- Staff roles and responsibilities
- Governing body membership
- Contact details
- School prospectus

### What we spend and how we spend it

- Annual budget and financial statements
- Procurement procedures
- Pupil Premium and Sports Premium allocations

### What our priorities are and how we are doing

- School improvement plans
- Ofsted inspection reports
- Performance data and outcomes

### How we make decisions

- Governing body meeting minutes
- Admissions policies and criteria
- Consultation outcomes

### Our policies and procedures

- These can be found on our websites (refer to 3. Accessing Information)

### Lists and registers

- Asset register
- Curriculum overview
- Attendance data (anonymised)

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### The services we offer

- Extra-curricular activities
- After-school clubs
- School meals
- Newsletters and parent communications

### **3. Accessing Information**

You can access most documents via the schools' websites:

- Holme School Website: [Holme Junior & Infant School - Home](#)
- Hinchliffe Mill School Website: [hinchliffemillschool.org.uk](http://hinchliffemillschool.org.uk)

Printed copies are available upon request from the school office. Please allow up to 10 working days for processing.

### **4. Charges**

Information is generally provided free of charge. However, charges may apply for:

- Large volumes of printed material
- Postage costs

Any applicable charges will be communicated in advance.

### **5. Exemptions**

Some information may be withheld under the Freedom of Information Act if:

- It contains personal or confidential data
- It is commercially sensitive
- It relates to safeguarding or legal matters

### **6. Contact Details**

#### **Holme Junior & Infant School**

- Email: [office@holmejschool.co.uk](mailto:office@holmejschool.co.uk)
- Phone: 01484 687362

#### **Hinchliffe Mill Junior & Infant School**

- Email: [office@hinchliffemillschool.org.uk](mailto:office@hinchliffemillschool.org.uk)
- Phone: 01484 689692