



SAINT JOHN'S

FREEDOM OF INFORMATION publication scheme and guide

Designated Member of Staff	Head Teacher
Date of Issue	Spring 2026
Frequency of Review	Every three years

Issue	Issue Date	Summary of Changes
1	January 2026	Introduction of new guidance with approval at FGB T5

1. PUBLICATION SCHEME

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. An outline of the guidance can be seen in the Appendix and via the website:

<https://ico.org.uk/for-organisations/foi/>

2. GUIDE TO INFORMATION

Schools should publish a guide to information alongside the publication scheme. The guide should specify:

- The documents available
- The format of the documents
- Any charges made for the information

Information	How you can obtain the information and cost
Class 1 - Who we are and what we do	
Information about us; our structures, locations and contacts	
Contact details for the school, postal and email address, including office and head teacher's contact details	Website – Free Hard copy available on request to the office – 5p per page
School prospectus and curriculum	Website – Free Hard copy available on request to the office – 5p per page
Who's who in Saint John's	Website – Free Hard copy available on request to the office – 5p per page
Who's who on the governing body, including area of responsibility and the basis on which they were appointed	Website – Free Hard copy available on request to the office – 5p per page
Instrument of Government	Website – Free Hard copy available on request to the office – 5p per page
School session times and term dates	Website – Free Hard copy available on request to the office – 5p per page
Class 2 – What we spend and how we spend it	
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	
Annual budget and financial statements	Hard copy available on request to the office – 5p per page
Capital funding	Hard copy available on request to the office – 5p per page
Financial audits reports	Hard copy available on request to the office – 5p per page
Staff pay, grading structure, allowances and expenses	Hard copy available on request to the office – 5p per page
Governors' allowances	Hard copy available on request to the office – 5p per page
Procurement and contracts that we have entered into	Hard copy available on request to the office – 5p per page
Details of any premiums we receive such as pupil/sports premium	Hard copy available on request to the office – 5p per page

Class 3 – What our priorities are and how we are doing	
Strategies and plans, performance indicators, audits, inspections and reviews	
Performance tables and data supplied to the government	Website: https://www.find-school-performance-data.service.gov.uk/ - Free Hard copy available on request to the office – 5p per page
Latest reports from Ofsted and/or SIAMS	Website – Free Hard copy available on request to the office – 5p per page
Any future plans	Hard copy available on request to the office – 5p per page
Data protection, health & safety and equality information	Website – Free Hard copy available on request to the office – 5p per page
Class 4 – How we make decisions	
Decision making processes and records of decisions	
Admissions policy	Website – Free Hard copy available on request to the office – 5p per page
Agendas and minutes of meetings of the governing body	Hard copy available on request to the office – 5p per page
Class 5 – Our policies and procedures	
Current written protocols, policies and procedures for delivering our services and responsibilities	
School policies and other documents	Website – Free Hard copy available on request to the office – 5p per page
Safeguarding and child protection	Website – Free Hard copy available on request to the office – 5p per page
Equality and diversity	Website – Free Hard copy available on request to the office – 5p per page
Policies and procedures relating to recruitment and human resources	Website – Free Hard copy available on request to the office – 5p per page
Special educational needs	Website – Free Hard copy available on request to the office – 5p per page
Complaints policies and procedures	Website – Free Hard copy available on request to the office – 5p per page
Pay policy	Website – Free Hard copy available on request to the office – 5p per page
Records management, personal data and access to information	Website – Free Hard copy available on request to the office – 5p per page
Charging regimes and policies	Website – Free Hard copy available on request to the office – 5p per page
Class 6 – Lists and Registers	
Currently maintained lists and registers only (this does not include the attendance register)	
Curriculum circulars and statutory instruments	Hard copy available on request to the office – 5p per page
CCTV - details of the locations	Hard copy available on request to the office – 5p per page
Disclosure logs	Hard copy available on request to the office – 5p per page
Asset register	Hard copy available on request to the office – 5p per page
Class 7 – The services we offer	
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	
Extra-curricular activities	Hard copy available on request to the office – 5p per page
OSCA – Out of School Club, including breakfast club	Website – Free Hard copy available on request to the office – 5p per page
Services for which we are entitled to recover a fee, together with those fees	Hard copy available on request to the office – 5p per page
Our publications, leaflets, books and newsletters	Hard copy available on request to the office – 5p per page

Appendix

Guide to Information provided by schools under the Freedom of Information Act 2000



Introduction

This template guide is written for the use of small schools, par in England, Wales and Northern Ireland.

It gives examples of the kinds of information the Information Commissioner's Office (ICO) expects you to publish to meet your commitment under the publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for all public authorities that are subject to FOIA to adopt, including schools.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

This Template Guide to Information has been produced specifically for smaller schools. For example, the financial threshold for expenditure in this guide is lower than the one we would expect larger schools to publish. However, you can opt to use either the [Definition Document for Schools](#) or this Guide to Information.

You are in breach of FOIA if you have not adopted the model publication scheme or if you are not publishing in accordance with it.

The model publication scheme is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt it in full and unedited and promote it alongside this Guide to Information. You do not need to tell the ICO that you have adopted the model scheme. We will assume they have done so unless we hear otherwise.

Information included in the Guide to Information

The template lists the information the ICO thinks you are likely to hold and should make available within each class of information. When completed this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it.

You must:

- Complete the relevant columns in the template Guide to Information;
- State how an applicant can obtain the specific information and if there is a cost involved;
- Ensure the public can access the completed Guide and the information listed in it;

The ICO expects you to make the information in the Guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 exceptions, or its release is prohibited under another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided either by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute or by your funding agreement or equivalent.

Publishing datasets for re-use

The provisions on datasets may not be relevant to all small schools. However, you need to be aware of them and must comply with them when appropriate.

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested. You must also publish any updated versions of the dataset, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish the dataset information in an electronic form that is capable of being re-used.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and charging

Information available through your publication scheme should be readily available at a low or at no cost to the public. If you charge for this information, we expect the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide it. You may ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in your Guide to Information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the [Open Government Licence](#).

The actual charges should be entered in the column on the Guide to Information. A schedule of charges is attached to the template guide, and you should use this to set out the basis on which you are making the charges.