



Barrow CE Primary School

Publication Scheme

MARCH 2026

1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all public authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our school to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- specify the information which is held by the authority and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- review and update on a regular basis the information the authority makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.
- publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2. Classes of information

There are 7 classes of information we hold (see Section 6 below for details):

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

These 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.

3. Making Information Available:

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged 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 an authority is legally required to translate any information, it will do so.

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 in accordance with this scheme.

4. Charging:

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority 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 Parliament.

Charges may be made for actual disbursement incurred such as:

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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 public authority.

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.

Where information is not available on our website but forms part of our Publication Scheme, it is free of charge. Where information is available on our website, but hard copies are requested, a charge may be made to cover costs, as follows:

- Photocopying/printing @ 10p per sheet (black & white)
- Photocopying/printing @ 15p per sheet (colour)
- Postage – applied at cost of Royal Mail standard 2nd class post.

5. Written requests:

Information held by the public authority 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 require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter.

Email: admin@barrowce.cheshire.sch.uk

Tel: 01244 445154

Address: Barrow CE Primary School, Great Barrow, Chester, CH3 7HW

6. The Scheme:

Class 1 – who we are and what we do

The school website sets out:

- the name, address and telephone number of the school
- the names of the head teacher and chair of governors
- information on the school policy on admissions
- details of the school's ethos as a Church of England voluntary controlled primary school
- the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
- information about the school's policy on providing for pupils with special educational needs
- the arrangements for visits to the school by prospective parents
- the instrument of governance

- governors and the basis of governor appointments
- school prospectus
- school curriculum
- school sessions times and term dates

Class 2 – what we spend and how we spend it

The school website sets out:

- the minutes of full governing body meetings
- links to financial benchmarking with other similar schools
- school pay policy
- pupil premium strategy statement
- sports premium funding

Class 3 - what our priorities are and how we are doing

The school website sets out:

- the latest Ofsted report
- the latest statutory inspection of Anglican and Methodists schools (SAIMS) report
- the most recent National Curriculum assessment results for appropriate Key Stages, with national summary figures
- policies and procedures adopted by the governing body
- health and safety statement

Class 4 – How we make decisions

The school website sets out:

- minutes of full governing body meetings, (excluding information that is properly regarded as private to the meetings)

Class 5 – Our policies and procedures

The school website sets out:

- admissions policy
- anti-bullying policy
- behaviour policy
- charging and remissions policy
- collective worship
- complaints procedures
- curriculum content
- data protection policy, privacy notice, and publications scheme
- equality and diversity policy
- pay policy
- religious education
- relationships and health education policy

- special educational needs and disabilities policy and statement
- safeguarding policy
- uniform policy

Class 6 – lists and registers

The school website sets out:

- governor declaration of interests
- governor attendance at meetings

Class 7 – the service we offer

The school website sets out:

- details of any extra-curricular activities and out of school provision
- school publications, such as the school prospectus and newsletters