Crompton Primary School

Freedom of Information Publication

Date written	September 2026
Date of review	September 2027
Headteacher	Mrs G Croston
Chair of Governors	Mrs L Dowd

This is Crompton Primar School's Publication Scheme on information available under the Freedom of Information Act 2000.

The governing body is responsible for maintenance of this scheme.

1. 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:

1. The classes of information which we publish or intend to publish;
2. The manner in which the information will be published; and
3. 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 on our website to download and print off or is available in paper form.

Some information which we hold may not be made public, for example personal Information or other information exempt under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Categories of information published
The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 5 of this scheme. The classes of information that we undertake to make available are organised into three broad topic areas:

1. School Profile and other information relating to the governing body including minutes of meetings etc
2. Pupils & Curriculum – information about policies that relate to pupils and the School curriculum.
3. School Policies and other information related to the school – information about policies that relate to the school in general.

3. How to request information
If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at Crompton Primary School: Crompton Primary School Homepage
Email: info@crompton.oldham.sch.uk
Tel: 01706 393668
Contact Address: Headteacher, Crompton School, Longfield Road, Shaw, OL2 7HD
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 isn't available via the scheme and isn't on our website, please contact the school and request a copy. This can be sent electronically or paper form. Please state clearly which you would prefer in your communication.

4. 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 through a mobile phone. Single copies of information covered by this publication are provided free unless stated otherwise in section 5. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

5. Information Currently Published

Item	Description
School performance data (available on the website)	performance data summary of Ofsted report
Instrument of Government (hard copy only)	The name of the school The category of the school The name of the governing body The manner in which the governing body is constituted The term of office of each category of governor if less than 4 years The name of anybody entitled to appoint any category of governor Details of any trust If the school has a religious character, a description of the ethos The date the instrument takes effect

Minutes [1] of meeting of the governing body and its committees (hard copies only)	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year] [1]Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.
Home – school agreement (school spider)	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Statement (website) Information on schemes of work etc (available through the school and the website)	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationship and Sex Education policy (school office)	Statement of policy with regard to sex and relationship Education

SEN statement (website)	Information about the school's policy on providing for pupils with special educational needs
Equal Opportunities Policy (website)	Statement of policy for promoting equality
Collective Worship (website)	Statement of arrangements for the required daily act of collective worship
Accessibility Plans (website)	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Child Protection and Safeguarding Policy (school office)	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy (website)	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying
Published reports of Ofsted & SIAS (The Church of England) referring expressly to the school (website)	Published report of the last inspection of the school and inspection reports of religious education in those schools designated as having a religious character
Charging and Remissions Policies (website)	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates (website)	Details of school session and dates of school terms and holidays
Health and Safety Policy (school office)	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure (website)	Statement of procedures for dealing with complaints
Performance Management of Staff (school office)	Statement of procedures adopted by the governing body relating to the performance management of staff.
Staff Grievance Policy (school office)	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay Policy (school office)	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to pay.

FREEDOM OF INFORMATION ACT 2000
GUIDANCE FOR SCHOOLS

Checklist for action on receipt of an information request

1. Decide whether the request is a request under the Data Protection Act (personal information about the person making the request), Freedom of Information Act (information requested) or Environmental Information Regulations 2004 (any request relating to environmental information for example water, soil, noise, energy requests)

2. Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them.

3. Inform the enquirer if the information is not held.

4. Consider whether the request is vexatious or repeated. *

5. Decide whether the estimated cost of complying with the request will exceed the appropriate limit. *

6. Provide the information if it has already been made public (ie if it has been provided to any person or body other than the school or the LA or the person who the information is about).

7. Consider whether any exemptions apply and whether they are absolute or qualified e.g. are they requesting personal information about somebody else. *

8. Consider whether a third party's interests might be affected by disclosure and if so consult them.

9. Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information. *

* If in any doubt about these issues, please seek advice from either the Headteacher or www.ico.gov.uk.

Remember

Schools are under a duty to provide advice and assistance to anyone requesting information.

The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well-managed records and management information system is essential to help schools to meet requests. Always be aware when adding to school records or files that the information could be requested at a later date. Keep recorded information accurate and up to date.

Requests should be dealt with within 20 working days excluding school holidays.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.

Expressions of dissatisfaction about the response to any request should be handled through the school's existing complaints procedure.

Further support and guidance
Should you require any assistance with regards to this process, please contact the School.

Further guidance relating to the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Regulations Act 2004 can be sought at www.ico.gov.uk.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	**Probable Content**	**Why ?**	**Who ?**	**Where ?**	**When ?**
Registration / Admissions Data	Name D.O.B. Address Telephone	Legally Required To For Admission To School	All Staff (Where Necessary)	Initially Completed On Paper	Held On File Throughout Child's Time At School

	Medical Issues Parental Details	Well-Being of Your Child Communication		Then Entered Onto School's Information Management System Paper Version is Shredded	Passed Onto New School When Moving Computer Retains Copy of Records in 'Archive'

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
✓		