

ATTAIN ACADEMY PARTNERSHIP



Freedom of Information Publication Scheme

For

Gosfield Community Primary School



June 2025

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Freedom of Information Publication Scheme

This is Gosfield Community Primary School's Publication Scheme on information available under the Freedom of Information Act 2000.

The Local Governing Body is responsible for the 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:

- 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. The academy aims to provide all the information in our publication scheme on the academy website for you to download and print off. Where this is impractical the scheme will set out how the information can be obtained. In exceptional cases, some information may only be available by viewing in person. Where this manner is specified, contact details will be provided and an appointment to view the information will be arranged within a reasonable timescale. 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.

2. Aims and Objectives

The academy aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

This publication scheme is a means of showing how we are pursuing these aims.

3. 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'. The classes of information that we undertake to make available are organised into seven broad topic areas:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Policies and procedures
- Lists and registers
- The services we offer

The classes of information will not generally include:

- Information the disclosure of which is prevent by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.

4. How to request information

All requests for information must be received in writing (by letter or email) to ensure that we have a clear statement of what is required. Requests should state the applicants name and correspondence address. Once a request has been received in writing you will have the statutory right to receive the information within twenty working days. Working days refers to term time only as contained in Statutory Instrument 3364. Contact details are set out below or you can visit our website at www.gosfield-pri.essex.sch.uk

Email: admin@gosfield-pri.essex.sch.uk

Contact Address: Gosfield Community Primary School
The Street
Gosfield
Halstead
Essex CO9 1ST

To help us process your request quickly, please clearly mark any correspondence **“FREEDOM OF INFORMATION REQUEST” (in CAPITALS please)**.

If the information you're looking for isn't available via the scheme and isn't on our website, you can still write to the academy to ask if we have it.

If the information requested is already held by another body, we are within our rights to refuse the request, but will direct the enquirer to the appropriate source.

In some instances, we may withhold the information you have requested under one of the exemptions applicable under the legislation.

5. Paying for information

Most of information covered by this publication is provided free of charge via the academy / trust website unless stated otherwise in section 6. If you don't have Internet access, you can access our website using a local library or an internet café. We may charge a fee for photocopying / printing / faxing / postage of longer documents where the information is not listed in our publication scheme as being available either free of charge or at a standard charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Equality Act.

If we intend to charge we will let tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment. The time allowed for us to provide the information does not include the period between issuing the fees notice and the receipt of the payment.

6. Guide to information available from Gosfield Community Primary School under the ICO model publication scheme

The academy website is www.gosfield-pri.essex.sch.uk

The trust website is www.attain.essex.sch.uk

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do This will be current information only		
Who's who in the academy	Website	Free
Who's who on the academy governing body and the basis of their appointment	Website	Free
Attain Board of Directors	Trust Website	Free
Instrument of Government	Website	Free
Contact details for the Headteacher and for the governing body, via the academy (named contacts where possible)	Website	Free
Governor Annual Report (included as part of the Trust Report)	Trust Website Hard Copy Contact the academy	Free Schedule of charges
Staffing structure	Website	Free
Academy session times and term dates	Website	Free

Address of the academy and contact details, including email	Website	Free
Address of the Trust and contact details, including email	Website	Free
Class 2 – What we spend and how we spend it Current financial year as a minimum		
Articles of Association	Trust Website Hard Copy Contact the academy Office	Free Schedule of charges
Financial statements	Trust Website Hard Copy Contact the academy Office Or Companies House Website, EFA website, online published accounts	Free Schedule of charges
Capital funding	Website Hard Copy Contact the academy Office Online published accounts	Free Schedule of charges
Funding Agreements	Website Hard Copy Contact the academy Office	Free Schedule of charges
Financial audit reports	Hardcopy Inspection only. Contact academy Office	N/A
Pay policy	Website Hard Copy Contact the academy Office	Free Schedule of charges
Staffing and grading structure. As a minimum the pay Information should include salaries for	Website Hard Copy	Free

senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Contact the academy Office	Schedule of charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hardcopy Contact academy Office	Schedule of charges
Class 3 – What our priorities are and how we are doing Current information as a minimum		
Academy profile <ul style="list-style-type: none"> Performance data supplied to the English Government or a direct link to the data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website DfE website	Free
Performance management policy and procedures adopted by the governing body.	Hardcopy Contact academy Office	Schedule of charges
Academy Development Plan	Website Hardcopy Contact academy Office	Free Schedule of charges
Academy's future plans; for example, proposals for and any consultation on the future of the Academy	Website	Free
Safeguarding and Child Protection Policies	Academy Website	Free
Class 4 – How we make decisions Current and previous three years as a minimum		
Admissions Policy/decisions (not individual admission decisions)	Website Current Hard Copy for past copies	Free Schedule of charges
Agendas and minutes of meetings of the governing body and (if held) its sub-committees (NB this will exclude information that is properly regarded as private to the meetings)	Available for inspection Contact academy Office	Free

Class 5 – Our policies and procedures Current information only		
Academy policies including: <ol style="list-style-type: none"> 1. Charging and remissions policy 2. Health and Safety 3. Complaints procedure 4. Information request handling policy 5. Equality (including equal opportunities) policy 6. Online Safety Policy 7. Staff Performance Management 8. Staff code of conduct 9. Discipline and Grievance Policy 	Trust Website Hard Copy Contact academy Office	Free Schedule of charges
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Special Educational Needs • Behaviour & Discipline • Attendance • Sex Education Policy • Accessibility Plans • Equality Policy 	Website	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Inspection only	Free
Disclosure log	Inspection Only	Free
Asset register	Inspection Only	Free
Any information the Academy is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection Only	Free
Class 7 – The services we offer Current information only		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free

Services for which the Academy is entitled to recover a fee, together with those fees	Music Tuition, Academy Hall Website Apply via the Academy Office	Free
Academy publications, leaflets, books and newsletters	Website	Free
Additional Information		
SCHEDULE OF CHARGES		
<p>The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet (black & white). Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450 to provide the information. In most cases the cost will be under £450 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:</p> <ul style="list-style-type: none"> • Summarising the information • Putting the information onto other media • Translating the information into a different language. <p>We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.</p>		

7. Key personnel

Any member of Gosfield Community Primary School can accept a request for information as long as it fulfils the criteria set out in Section 4. The request for information must be forwarded to the Headteacher as soon as possible.

The Local Governing Body is responsible for ensuring a policy is in place and its effectiveness is monitored.

The Headteacher is responsible for recording the requests for information, the action taken and the responses made.

The Headteacher has day to day responsibility for deciding whether a request is in line with the Freedom of information Act and will delegate the collation of information appropriately.

8. 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 the Headteacher.

Any complaint received will be dealt with in accordance with the normal complaints procedure as detailed in the Trust's Complaints Policy. If the result of the complaints is that any decision to withhold information be overturned, this information will be supplied as soon as it is possible. If the complaint cannot be resolved by the Headteacher, it can be referred to the Chair of the Local Governing Body and to the Attain Academy Partnership Trust Board, as laid out Attain Academy Partnership Complaints Policy. Correspondence for the Chair of the Local Governing Body should be sent to the academy. Correspondence for the Attain Academy Partnership Trust Board should be sent to

Attain Academy Partnership Trust Board
c/o Newlands Spring Primary & Nursery School
Dickens Place
Chelmsford
Essex CM1 4UU
Email: admin@attain.essex.sch.uk

Following this, if the complaint remains unresolved 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 organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire, SK9 5AF
Or
Enquiry/Information Line: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk

For staff use only

Click [here](#) or scan the QR code to confirm you have read the policy.

