



Freedom of Information 2025-2026 ANNUAL

POLICY HISTORY (starting with the new cycle started in 2011)

Policy / Version Date	Summary of change	Governor adoption Date	Signed by the Chair	Next Review Date
1	Model scheme used from Information Commissioner's Office	March 26 th 2015		Summer Term 2016
2	Model Devon policy used	11 th June 2020		Summer Term 2021
3	Model Policy used -no changes	10 th June 2021	Agreed at virtual resources committee	Summer Term 2022
4	Model Policy used -no changes	9 th June 2022		Summer Term 2023
5	Model Policy used - DCC	15 th June 2023		Summer Term 2024
6	Model Policy used - DCC	13 th June 2024		Summer Term 2025
7	Model Policy used - DCC (no changes made)	12 th June 2025		Summer Term 2026

1. Introduction

This publication scheme commits Bickleigh Down CE (Aided) Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Bickleigh Down CE (Aided) Primary School.

2. This publication scheme commits Bickleigh Down CE (Aided) Primary School

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Bickleigh Down CE (Aided) Primary School and falls within the classifications below.
- To specify the information which is held by Bickleigh Down CE (Aided) Primary School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information Bickleigh Down CE (Aided) Primary School makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

3. Classes of Information

• Class 1 - Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

• Class 2 - What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

• Class 3 - What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

• Class 4 - How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

• Class 5 - Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

• Class 6 - Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of Bickleigh Down CE (Aided) Primary School.

• Class 7 - The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

4. The 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.

5. The method by which information published under this scheme will be made available

- Bickleigh Down CE (Aided) Primary School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- Where it is within the capability of a public authority, 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, Bickleigh Down CE (Aided) Primary School will indicate how information can be obtained by other means and provide it by those means.
- 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.

6. Charges which may be made for Information published under this scheme

- 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 Bickleigh Down CE (Aided) Primary School 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 disbursements 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 the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 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.

7. Written Requests

7.1 Information held by a 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.

7.2 A public authority must respond to a written request for information within 20 working days, unless it is subject to an exemption. Requests should be addressed to The Headteacher via admin@bickleighdown.devon.sch.uk or by post to Bickleigh Down CE Primary School, School Drive, Woolwell, Plymouth. PL6 7JW.

7.3 To help us process requests quickly, any correspondence should be clearly marked "*PUBLICATION SCHEME REQUEST*".

8. Review of policy

8.1 This policy is reviewed every three years or upon change of relevant legislation. We will monitor the application and outcomes of this policy to ensure it is working effectively.

ANNEX 1

Guide to information available from Bickleigh Down CE (Aided) Primary School under the publication scheme.

How the information can be obtained

Our DPO is Annette Henry and can be contacted via

admin@bickleighdown.devon.sch.uk. We will consult with the DPO on any access requests.

Class 1		
Who we are and what we do		
Contact details	Website	Contact Details Bickleigh Down Church of England Primary School
Organisation structure	Website	Governors Bickleigh Down Church of England Primary School
Class 2		
What we spend and how we spend it		
Annual accounts for the previous financial year		Hard copy
Class 3		
What our priorities are and how we are doing		
Ofsted reports	Website	Hard copy
Examination results	Website	Hard copy
Class 4		
How we make decisions		
Minutes of meetings		Hard copy
Class 5		
Our policies and procedures		
HR policies		Hard copy
Safeguarding and child protection policies	Website	Hard copy
Health and Safety policy		Hard copy
Complaint's policy	Website	Hard copy
Freedom of Information Policy	Website	Hard copy
Privacy Notice	Website	Hard copy
Class 6		
Lists and registers	Hard copy	
Class 7		
The services we offer	Website	Home Bickleigh Down Church of England Primary School