



**Teversham Church of England  
Primary School**

# **Freedom of Information Guide**

## **2026-27**

**DATE ADOPTED:**

**February 2026**

**REVIEW DATE:**

**January 2027**

## **Freedom of Information**

### **Guide to information available from Teversham C of E Primary School under the model publication scheme**

We referred to the Information Commissioner's Office (ICO) <https://ico.org.uk/media2/for-organisations/documents/definition-documents-2021/4018892/dd-schools-eng-20211029.pdf>

to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/>

When we publish information online, find it by clicking on the links in the document. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

#### **Class 1 - Who we are and what we do**

Available either on the school website: [www.tevershamschool.co.uk/](http://www.tevershamschool.co.uk/)

or on request from the School Office:

[office@teversham.cambs.sch.uk](mailto:office@teversham.cambs.sch.uk)

- Instrument of Governance
- Curriculum plans
- Who's who on the Governing Body and selection criteria for appointment
- Governing Body contact details
- School session times and term dates
- Headteacher's contact details
- Who's who in the school
- Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).

#### **Class 2 – What we spend and how we spend it**

On request from the School Office

##### **Cost: copying and postage**

Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.

- Annual budget and financial statements
- Details of expenditure items over £5000
- Capital funding.
- Financial audit reports.

- Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.
- Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.
- Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).
- Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors.
- Details of any premiums we receive such as Pupil Premium.

### **Class 3 – What our priorities are and how we are doing**

**Information on, or available via links on, the school website:**

[www.tevershamschool.co.uk/](http://www.tevershamschool.co.uk/)

**Cost: no charge**

Our current strategies and plans, performance indicators, audits, inspections, and reviews.

Our school profile and performance data supplied to the Government (GIAS) - <https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/110834>

Latest report from the regulator Ofsted.

- Summary
- Full report
- Post-inspection action plan

Appraisal and Capability Policy

Exam and assessment results.

Performance tables

**Available on request from the School Office: [office@teversham.cambs.sch.uk](mailto:office@teversham.cambs.sch.uk)**

**Cost: copying and postage**

School Development Plan

### **Class 4 – How we make decisions**

**Information available on the school website:**

[www.tevershamschool.co.uk/](http://www.tevershamschool.co.uk/)

**Cost: copying and postage**

Our decision-making processes and records of decisions. Current and previous three years as a minimum.

Admissions policy and, where applicable, general, and not individual, admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.

Agendas and minutes of meetings of the Governing Body and its committees unless an exemption applies to the information or parts of it.

### **Class 5 – Our policies and procedures**

**Available either on the school website: [www.tevershamschool.co.uk/](http://www.tevershamschool.co.uk/)**

**or on request from the School Office:**

**[office@teversham.cambs.sch.uk](mailto:office@teversham.cambs.sch.uk)**

#### **Cost: copying and postage**

Our current written protocols, policies, and procedures for delivering our services and responsibilities. As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.

School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, SEND Policy, vision and values, Data Protection Policy etc.

#### **Current information to be published**

##### **Cost: copying and postage**

Safeguarding and child protection **on website**

Data Protection **on website**

Health and Safety **on website**

Equality and Diversity (Single Equality Scheme) **on website**

Policies and procedures relating to recruitment and human resources

**on request from the School Office: [office@teversham.cambs.sch.uk](mailto:office@teversham.cambs.sch.uk)**

Special Educational Needs and Disability (SEND) **on website**

Complaints policies and procedures including those covering handling requests for information and operating the publication scheme **on website**

Pay Policy

**on request from the School Office: [office@teversham.cambs.sch.uk](mailto:office@teversham.cambs.sch.uk)**

Records management and personal data policies

**on request from the School Office: [office@teversham.cambs.sch.uk](mailto:office@teversham.cambs.sch.uk)**

Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated **on website**.

If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).

**on request from the School Office: [office@teversham.cambs.sch.uk](mailto:office@teversham.cambs.sch.uk)**

### **Class 6 – Lists and Registers**

On request from the School Office: [office@teversham.cambs.sch.uk](mailto:office@teversham.cambs.sch.uk)

#### **Cost: copying and postage**

Lists and registers we currently maintain (does not include the attendance register)

Curriculum circulars and statutory instruments

Disclosure logs i.e. information provided in response to FOIA requests

Any information we are currently legally required to hold in publicly available registers

### **Class 7 – The services we offer**

Available on the school website: [www.tevershamschool.co.uk/](http://www.tevershamschool.co.uk/) or on request from the School Office: [office@teversham.cambs.sch.uk](mailto:office@teversham.cambs.sch.uk)

#### **Cost: copying and postage (as necessary)**

Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.

Extra-curricular activities

Out of school clubs

School newsletters

Services for which the school is entitled to recover a fee, together with those fees

School publications, leaflets, books, and newsletters

### **Charges:**

Photocopying (black and white): 1 pence per sheet

Photocopying (colour): 6 pence per sheet

Postage: Royal Mail standard second class