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# FOI Publication Scheme

Langley Mill CE Infant School and Nursery

[Version 1.0]

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| Last Reviewed                | August 2026             |
| Reviewed By (Name)           | Karen Downing           |
| Job Role                     | School Business Manager |
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## 1. What is a Publication Scheme

Under the Freedom of Information Act 2000 (FOI), all Public Authorities, including schools, must produce a register of the information they routinely make available to the public. This is known as a publication scheme. Our scheme follows the model approved by the Information Commissioner.

By adopting this scheme, our school commits to:

- Routinely publishing information that falls within the categories listed under Classes of Information
- Describing the information, we make available
- Explaining how that information can be accessed
- Stating any fees that may apply (for example, if paper copies are requested)
- Making the publication scheme itself publicly accessible

## 2. Classes of Information Currently Published

**Information to be published on the** Langley Mill CE Infant School and Nursery **website**

The information required to be published on the school website can be found here: [What maintained schools must or should publish online - GOV.UK](#)

**The school** must ensure that all required information from the referenced guidance links is fully published.

| Class of Information                                                                                                 | Information to be Published                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | How the Information is Available                                                                                                                                                                                                                                          | Cost                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Who we are and what we do:</b><br><b><i>Organisational information, structures, locations and contacts</i></b> | <ul style="list-style-type: none"> <li>• School contact details</li> <li>• Name of staff member dealing with public enquiries</li> <li>• SENCO contact details (unless special school)</li> <li>• Staffing structure</li> <li>• Who's who on Governing Body</li> <li>• Governor information required by law: names, appointment dates, terms of office, attendance, who appointed them, business &amp; pecuniary interests, relationships with staff/governors, associate members and voting rights</li> <li>• Term dates</li> <li>• School session times &amp; opening hours</li> <li>• Prospectus (if produced)</li> <li>• Instrument of Government / Articles of Association</li> </ul> | <ul style="list-style-type: none"> <li>• School website <a href="#">[insert link]</a></li> <li>• Hard copy on request from the School Office or by emailing <a href="mailto:info@langleymill-inf.derbyshire.sch.uk">info@langleymill-inf.derbyshire.sch.uk</a></li> </ul> | <p>Information published on our website is free, although you may incur costs from your Internet service provider.</p> <p>If you don't have Internet access, you can access our website using a local library.</p> |

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| <p><b>2. What we spend and how we spend it:</b><br/><i>Financial information on projected and actual income/expenditure, procurement, audits</i></p> | <ul style="list-style-type: none"> <li>• Annual budget</li> <li>• Financial statements</li> <li>• Capital funding</li> <li>• Financial audit reports</li> <li>• Procurement information</li> <li>• Expenditure above £5,000</li> <li>• Senior staff salaries in bands (£5,000)</li> <li>• Staff/governor expenses</li> <li>• Salary disclosure for staff earning over £100k</li> </ul>                                              | <ul style="list-style-type: none"> <li>• School website <a href="#">[insert link]</a></li> <li>• Hard copy on request from the School Office or by emailing info@langleymill-inf.derbyshire.sch.uk</li> </ul>                                                                             | <p>Single copies of information covered by this publication are provided free.</p> <p>However, If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.</p> |
| <p><b>3. What our priorities are and how we are doing:</b><br/><i>Strategies, performance indicators, audits, reports</i></p>                        | <ul style="list-style-type: none"> <li>• <b>School Improvement/Development Plan</b></li> <li>• Performance data</li> <li>• Exam &amp; assessment results (latest validated data must be published)</li> <li>• OFSTED reports</li> <li>• Equality objectives</li> </ul>                                                                                                                                                              | <ul style="list-style-type: none"> <li>• School website <a href="#">[insert link]</a></li> <li>• OFSTED Website: <a href="#">Find an Ofsted inspection report</a></li> <li>• Hard copy on request from the School Office or by emailing info@langleymill-inf.derbyshire.sch.uk</li> </ul> |                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>4. How we make decisions:</b><br/><i>Decision-making processes and records</i></p>                                                             | <ul style="list-style-type: none"> <li>• Governing Body minutes (non-confidential)</li> <li>• Admissions arrangements</li> <li>• Consultation outcomes (where applicable)</li> </ul>                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• School website <a href="#">[insert link]</a></li> <li>• Hard copy on request from the School Office or by emailing info@langleymill-inf.derbyshire.sch.uk</li> </ul>                                                                             |                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>5. Our policies and procedures:</b><br/><i>Current written protocols, policies and procedures</i></p>                                          | <ul style="list-style-type: none"> <li>• Statutory policies</li> <li>• Child protection &amp; safeguarding</li> <li>• Behaviour policy</li> <li>• School uniform policy</li> <li>• Exclusions &amp; anti-bullying</li> <li>• SEN information (SEND requirements)</li> <li>• Complaints procedure</li> <li>• Charging &amp; remissions policy</li> <li>• Data protection / privacy notices</li> <li>• Health &amp; safety</li> </ul> | <ul style="list-style-type: none"> <li>• School website <a href="#">[insert link]</a></li> <li>• Hard copy on request from the School Office or by emailing info@langleymill-inf.derbyshire.sch.uk</li> </ul>                                                                             |                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>6. Lists and registers</b></p>                                                                                                                 | <ul style="list-style-type: none"> <li>• Curriculum information</li> <li>• Asset register (summary)</li> <li>• Governor register of interests</li> <li>• Any other publishable register entries</li> </ul>                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• School website <a href="#">[insert link]</a></li> <li>• Hard copy on request from the School Office or by emailing info@langleymill-inf.derbyshire.sch.uk</li> </ul>                                                                             |                                                                                                                                                                                                                                                                                                                                                 |

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| <p><b>7. The services we offer:</b><br/> <b><i>Information about services provided to the community</i></b></p> | <ul style="list-style-type: none"> <li>• After-school clubs</li> <li>• Extra-curricular activities</li> <li>• School publications (leaflets, newsletters)</li> <li>• Services for parents and the wider community</li> </ul> | <ul style="list-style-type: none"> <li>• School website <a href="#">[insert link]</a></li> <li>• Hard copy on request from the School Office or by emailing <a href="mailto:info@langleymill-inf.derbyshire.sch.uk">info@langleymill-inf.derbyshire.sch.uk</a></li> </ul> |  |
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