

Belmont CP School

Publication Scheme of Information available under the Freedom of Information Act

1 Introduction

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 have produced 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
- Whether the information is available free of charge or on receipt of payment

The scheme covers information already published and information which is to be published in the future. All information in our policy is either available on our website (www.belmontprimary.com) or upon request from the school office.

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 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 broad topic areas:

- General information about the school eg its staff, leadership and governance, information about the curriculum, school terms and events.
- Information about the school's performance, eg Ofsted report and results of SATs Pupils and Curriculum – information about policies that relate to pupils and the school curriculum
- School Policies and other information related to the school – information about policies that relate to the school in general

Requests for personal information about individuals will be handled under data protection legislation and may be subject to different procedures and timescales.

A detailed guide to the information available and how to access it is attached in Appendix 1.

3 How to request information

You can request a copy of the information you want from the contact details below. Some information may only be available by inspection.

If the information you're looking for isn't available via the scheme, you can still ask if we have it and if it is available. You can contact the school by telephone, fax, email or letter.

Email: enquiries@belmont.lincs.sch.uk

Tel: 01476 567939

Contact Address: Belmont CP School, Harrowby Lane, Grantham, Lincs, NG31 9LR

We will respond to requests for information within 20 school days, in accordance with the Freedom of Information Act.

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 an Internet café.

Charges will be made in accordance with the Freedom of Information Act 2000 and associated regulations. The school may charge for disbursements such as photocopying, printing and postage. We will inform you of any costs before fulfilling your request.

- 5 For further information about the Freedom of Information Act and your rights, please refer to the Information Commissioner's website – <https://ico.org.uk>

6 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 need to make a complaint then initially this should be addressed to the Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint 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

ICO Helpdesk: 03031231113

Or

www.ico.org.uk/make-a-complaint

Ratified by governors at their meeting on	11 February 2026
Signed	
Review Date	February 2028

Freedom of Information

Guide to information available from Belmont CP School under the model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school	School website
Who's who on the governing body and the basis of their appointment	School website
Instrument of Government. This describes the number of governors on the governing body and their category.	Clerk to governors
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)	School office – for Headteacher Clerk to Governors – for governing body
Staffing structure	School office / website
School session times and term dates	School office/website
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Annual budget plan and financial statements	School office
Capitalised funding	School office
Additional funding	School office
Procurement and projects	School office
Pay policy	Clerk to Governors
Staffing and grading structure	School office
Governors' allowances	Clerk to Governors
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum	

School Performance <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report • School Development Plan • Use of Pupil Premium funding 	Dfe website (www.education.gov.uk/schools/performance/) School website/Ofsted website School office School website/office
Performance management policy and procedures adopted by the governing body	School office
Class 4 – How we make decisions Decision making processes and records of decisions (current and previous 2 years)	
Admissions policy/decisions (not individual admission decisions)	School website (current) Lincolnshire County Council
Agendas of meetings of the governing body	Clerk to Governors
Minutes of meetings (excluding confidential minutes)	Clerk to Governors
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
School policies: <ul style="list-style-type: none"> • Admission policies including a link to Lincolnshire School Admissions • Charging policy • Health and Safety policy • Complaint by Parents procedure • Staffing structure • Freedom of Information • Equality and diversity (including equal opportunities) policies • Child Protection policy • Privacy notice to pupils • Medication policy • Physical Intervention and Contact Policy 	School website/school office School website/school office School website/school office School website/school office Headteacher School website/school office School website/school office School website/school office School website/school office School website/school office School website/school office
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • PSHE education • Special educational needs (DSEN) including Accessibility Plan • Collective worship • Promoting Positive behaviour policy • Anti-bullying policy • E-Safety policy 	School office School website/school office School website/SENCO School website/school office School website/school office School website/school office School website/school office
Additional curriculum guidance including homework	School website (class pages)

<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Records retention destruction and archive • Data protection 	<p>School office (toolkit)</p> <p>School website/school office</p>
<p>Charging for activities:</p> <ul style="list-style-type: none"> • Charges for pupils eg educational visits, Early Bird/Breakfast club and school meals • Letting charges 	<p>School office</p> <p>School office</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p> <ul style="list-style-type: none"> • Asset register • Register of racial or bullying incidents <p>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</p>	<p>School office</p> <p>School office</p> <p>(Available upon request, subject to redaction and exemptions under FOIA.)</p>
<p>Class 7 – The services we offer</p> <ul style="list-style-type: none"> • Extra curricular activities • School publications • Services for which the school is entitled to recover a fee (payment to be made prior to issue of service) <p>Current information only</p>	<p>School website, school office</p> <p>School website, school office</p> <p>School office</p>