



FREEDOM OF INFORMATION

Purpose

This document provides a guide to information available from Addison Primary School under the model publication scheme. See link:

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Website	Nil
Who's who on the governing body and the basis of their appointment	Website	Nil
Instrument of Government	Hard copy	Yes
Contact details for the Head Teacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))	Website	Nil
School prospectus	Website	Nil
Staffing structure	Hard copy	Yes
School session times and term dates	Website	Nil
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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	Yes
Capitalised funding	Hard copy	Yes
Procurement and projects	Hard copy	Yes
Pay policy	Website	Nil
Staffing and grading structure	Hard copy	Yes
Governors' allowances	Website	Nil



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	(hard copy or website)	
School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report 	Website	Nil
Performance management policy and procedures adopted by the governing body.	Website	Nil
Schools future plans	Hard copy	Yes
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	H&F Website	Nil
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	Yes
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard copy	Yes
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> Charging and remissions policy Health and Safety Complaints procedure Staff conduct policy Discipline and grievance policies Staffing structure implementation plan Equality and diversity (including equal opportunities) policies Staff recruitment policies 	Website	Nil



<p><u>Pupil and curriculum policies, including:</u></p> <ul style="list-style-type: none"> • Curriculum • Sex and relationship education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil Behaviour 	Web-site	Nil
<p><u>Records management and personal data policies, including:</u></p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 		
<p><u>Charging regimes and policies.</u> This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Web-site	Nil
<p><u>Class 6 – Lists and Registers</u> Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
<p>Curriculum circulars and statutory instruments</p>	Hard-copy	Yes
<p>Disclosure logs</p>	Hard-copy	Yes
<p>Asset register</p>	Hard-copy	Yes
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	Hard-copy	Yes
<p><u>Class 7 – The services we offer</u> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses i.e. extra-curricular activities, out of school hours, leaflets & newsletters Current information only</p>	(hard copy or website; some information may only be available by inspection)	



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Adopted: Autumn 2025

Review: Autumn 2028