



WREN'S NEST PRIMARY SCHOOL

Key Policy 2026-2027

FOI Publication Scheme

September 2026

Document to be read in conjunction with other key school policies

Freedom of Information Act Publication Scheme

Rationale

The model publication scheme has been prepared and approved by the Information Commissioners Office. Wren's Nest Primary can adopt the Model Publication Scheme without modification and without further approval and will be valid until further notice.

This publication scheme commits Wren's Nest Primary 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 Wren's Nest Primary. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioners Office.

What does the Model Publication Scheme commit the School to?

The scheme commits Wren's Nest Primary:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Wren's Nest Primary and falls within the classifications below.
- To specify the information which is held by Wren's Nest Primary 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 Wren's Nest Primary 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.
- To publish any dataset held by Wren's Nest Primary that has been requested, and any updated versions it holds, unless Wren's Nest Primary is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and Wren's Nest Primary is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

Classes of Information

Description	Content
Who we are and what we do	Organisational information, locations and contacts, constitutional and legal governance
What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
What our priorities are and how we are doing	Strategy and performance information, plans, assessments, inspections and reviews
How we make decisions	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
Our policies and procedures	Current written protocols for delivering our functions and responsibilities
Lists and registers	Information held in registers required by law and other lists and registers relating to the functions of the authority
The services we offer	Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

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.

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

Wren's Nest Primary 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 Wren's Nest Primary, 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, Wren's Nest Primary 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 Wren's Nest Primary 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.

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 the Wren's Nest Primary 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 Wren's Nest Primary, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Written Requests

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.

Version Control

This policy will be evaluated on an annual basis.

Further information

For further information, please contact:

YourIG Data Protection Officer Service
Dudley MBC, The Council House, Dudley, DY1 1HF
Email: YourIGDPOService@dudley.gov.uk
Tel: 01384 815026

Additional guidance

This can be found via the following links:

ICO guide to [Publications Schemes: A Guide](#)
ICO guide to [Model publication scheme: Using the definition documents](#)
ICO guide to [ICO's publication scheme compliance](#)

Appendix 1 Publication Scheme

Information to be published. This includes requirements and datasets where applicable	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 Full website address: http://www.wrens-nest.dudley.sch.uk/	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary You can also access get information about schools: Wrens Nest Primary School - GOV.UK Full website address: https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/103823	5p per copy for mono and 10p per copy for colour
Staffing structure (Provide the names and positions of all staff, and how they may be contacted via the school)	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour
Governing Body Make available the names of the governors, and the basis on which they have been appointed, along with details of how to contact them via the school Publish information on the governing body in accordance with the relevant <u>statutory guidance</u>	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary Also Get Information About Schools: Wrens Nest Primary School - GOV.UK	5p mono 10p colour
Instrument of Government / Articles of Association	Hard copy (request from the office)	5p mono 10p colour
Gender Pay Read the Government's guidance on the <u>gender pay gap reporting</u> to find out what information you need to publish. Publish this data annually if you have a head count of 250 staff or more	N/A	5p mono 10p colour

Contact details for the Headteacher	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour
School curriculum/prospectus (if any)	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour
School session times and term dates	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour
Location and Contact Information Address of school and contact details, including email address	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour

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 (request from the office)	5p mono 10p colour
Annual budget plan and financial statements (Provide details of the sources of funding and income the school received by a local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns) Your school - Financial Benchmarking and Insights Tool - GOV.UK	Hard copy (request from the office)	5p mono 10p colour
Capital funding (Provide information on major plans for capital expenditure, details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. Include any private finance initiative and public or private partnership contracts)	Hard copy (request from the office)	5p mono 10p colour
Financial audit reports	Hard copy (from office)	5p mono 10p colour
Expenditures Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy (request from the office)	5p mono 10p colour
Procurement and contracts Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Hard copy (request from the office)	5p mono 10p colour

Staff allowances and expenses Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories. Produce this information in line with school policies, practices and procedures. As a minimum, include travel, subsistence and accommodation	Hard copy (request from the office)	5p mono 10p colour
Staffing, pay and grading structure School can provide this as part of its organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range	Hard copy (request from the office)	5p mono 10p colour
Governors' allowances Provide details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy (request from the office)	5p mono 10p colour
Premiums or other forms of financial support available Provide details of any pupil premium funding you receive and how you spend it Link to website: Pupil Premium – Wren's Nest Primary and Sports Premium – Wren's Nest Primary Full addresses: http://www.wrens-nest.dudley.sch.uk/pupil-premium/ and http://www.wrens-nest.dudley.sch.uk/sports-premium/	Hard copy (request from the office) and/or website	5p mono 10p colour
TU facility time reporting Read the government guidance on reporting trade union facility time to find out what information you need to publish. You need to publish this information once a year	Hard copy (request from the office)	5p mono 10p colour

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 Dinancial benchmark website to compare school performance can be accessed here, so school performance can be benchmarked to other similar schools: Your school - Financial Benchmarking and Insights Tool - GOV.UK	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary Link to Ofsted website: Wrens Nest Primary School - Open - Find an Inspection Report - Ofsted Full website address: https://reports.ofsted.gov.uk/provider/21/103823	5p mono 10p colour
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As a minimum, information in this class to be current information only. Include details of any other reports or recorded information showing your planned or actual performance If the information is readily and publicly available via an external website, you can provide a direct link to that - Performance data supplied to the government - Latest Ofsted report Performance management information Performance management policy and procedures adopted by your governing body	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary Link to Ofsted website: Wrens Nest Primary School - Open - Find an Inspection Report - Ofsted Link to financial benchmark website to compare school performance: Your school - Financial Benchmarking and Insights Tool - GOV.UK Full website address: https://financial-benchmarking-and-insights-tool.education.gov.uk/school/103823	5p mono 10p colour
Performance tables Include a link to the school's performance tables page	https://www.wrens-nest.dudley.sch.uk/school-performance-data/	As above
Data Protection Impact Assessments (in full or summary format) or any other impact assessments (e.g. health and safety impact assessments, equality impact assessments), as appropriate and relevant	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour
Exam and assessment results	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour
Future Plans The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour

Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous three years as a minimum	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour
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Admissions policy/decisions Provide details about school admission arrangements and procedures, together with information about the right of appeal. The school doesn't have to publish individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful. If not the school's own admissions authority, provide an appropriate link to the local authority	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary Admissions for Reception to Year 6 are via Dudley MBC: Website: School Admissions Dudley Council Full address: https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/	5p mono 10p colour
Minutes of meetings of the governing body and its committees Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it	Hard copy (request from the office)	5p mono 10p colour

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. These will include policies and procedures for handling information requests	Hard copy (request from the office) and/or website Link to website: School Policies – Wren's Nest Primary Full address: http://www.wrens-nest.dudley.sch.uk/school-policies/	5p mono 10p colour
School policies and other documents Include policies such as behaviour, anti-bullying, eSafety, special educational needs policies. As a minimum, include policies, procedures, and documents that the school is required to have by statute, by the school's funding agreement or equivalent. Include the required policies recommended by the Department for Education. Also include policies and procedures for handling requests for information and operating the publication scheme	Hard copy (request from the office) and/or website Link to website: School Policies – Wren's Nest Primary	5p mono 10p colour
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive	Hard copy (request from the office) and/or website Link to website: School Policies – Wren's Nest Primary	5p mono 10p colour

policies and data protection (including data sharing and CCTV usage) policies		
Equality and diversity Include policies, schemes, statements, procedures and guidelines relating to the school's commitment to the promotion and advancement of equal opportunities, including details of the school's compliance with the public sector equality duty	Hard copy (request from the office) and/or website Link to website: School Policies – Wren's Nest Primary	5p mono 10p colour
Safeguarding and child protection The policies and procedures the school has put in place to ensure that it exercises its functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State	Hard copy (request from the office) and/or website Link to website: School Policies – Wren's Nest Primary	5p mono 10p colour
Pay policy The statement of the pay policy and procedures regarding teachers' pay	Hard copy (request from the office)	5p mono 10p colour
Health and safety	Hard copy (request from the office)	5p mono 10p colour
Policies and procedures for human resources and the recruitment of staff Make details of current vacancies readily available, if they are advertised as part of recruitment policies	Hard copy (request from the office)	5p mono 10p colour
Careers programme information	Hard copy (request from the office) and/or website Link to website: School Policies – Wren's Nest Primary	5p mono 10p colour
Complaints procedures, including for dealing with parental complaints	Hard copy (request from the office) and/or website Link to website: School Policies – Wren's Nest Primary	5p mono 10p colour
Charging and Remission Policy	Hard copy (request from the office) and/or website Link to website: School Policies – Wren's Nest Primary	5p mono 10p colour

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Hard copy; some information may only be available by inspection	5p mono 10p colour
Curriculum circulars and statutory instruments Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the head teacher or governing body concerning the curriculum	Hard copy; some information may only be available by inspection	5p mono 10p colour
Disclosure logs If the school produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it readily available. Disclosure logs are recommended as good practice	Hard copy; some information may only be available by inspection	5p mono 10p colour
Asset register Make available some information from capital asset registers, if the school hold such registers	Hard copy; some information may only be available by inspection	5p mono 10p colour
Any information the school is currently legally required to hold in publicly available registers	Hard copy; some information may only be available by inspection and/or website Link to website: School Policies – Wren's Nest Primary	5p mono 10p colour

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only	Hard copy; some information may only be available by inspection and/or website Link to website: School Policies – Wren's Nest Primary	5p mono 10p colour
Extra-curricular activities	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour
Out of school clubs	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour
Services for which the school is entitled to recover a fee, together with those fees	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour
School publications, leaflets, books and newsletters	Hard copy (request from the office) and/or website Link to website: Wren's Nest Primary	5p mono 10p colour

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ price per sheet (black & white)	Actual cost *
	Photocopying/printing @ price per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority