PUBLICATION SCHEME STATEMENT

COLLEGE TOWN PRIMARY SCHOOL

Approved Date	Sept 2026
Approved At FGB	Sept 2026
Date of Next Review	Sept 2027
Statutory	YES
Adopted from Bracknell Forest	NO Model Publication Scheme from Information Commission at: https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf

Reviewed Sept 2025

College Town Primary School
Freedom of Information
Publication Scheme Statement

This Publication Scheme Statement conforms to the model scheme for schools approved by the Information Commission.
https://ico.org.uk/media2/for-organisations/documents/1153/model-publication-scheme.pdf

The governing body is responsible for the maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed?
Under the Freedom of Information Act 2000 all public authorities, including maintained schools, should be clear and proactive about the information they make public.

This publication scheme commits College Town Primary School (CTPS) 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 the school.

The scheme commits CTPS:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by CTPS and falls within the classifications below.
- To jsss 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 the School makes available under this scheme.
- To produce a schedule of fees charged for access to information which is made proactively available.
- To make the publication scheme available to the public.
- To publish any dataset held by the School that has been requested, and any updated versions it holds, unless the School 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 authority is the only owner, to make the information available for re-use under a specified licence. The term ‘dataset’ is

defined in section 11(5) of the Freedom of Information Act. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of that Act.

2. Classes of Information

2.1 Who we are and what we do
Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing
Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures
Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers
Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 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 property 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.

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

The information that is covered under this scheme and how it can be obtained are detailed in the Guide to Information Available.

Where it is within the capability of the school, information will be provided on the website. Where information is not available on the website or when an individual does not wish to access the information via the website then a request for a paper version can be made to the school via the office, see contact details below.
In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified an appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in eth language in which it is held or in such other language that is legally required. Where the school 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.

4. 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 school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the school 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 – Paper copies will incur a charge of 10 pence per one-sided black and white sheet as defined in the Bracknell Forest Data Protection and Freedom of Information Pack for Schools.
- Postage and packing – Actual costs incurred
- The costs directly incurred as a result of viewing information – to be provided at the time of the request
- Information published on our website is free to view.

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 public authorities, justified and are in accordance with a published schedule or schedule of fees which is readily available to the public.

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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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

5. 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.

6. Contact details

Paper versions of any information can be made available on request by contacting the school by telephone, email, fax, letter or visiting the website. Contact details are set out below:

Email: secretary@collegetownprimary.com

Website: collegetownprimary.com

Tel: 01276 31933

Address: School Office, College Town Primary School, Branksome Hill Road, Sandhurst, Berkshire, GU47 0QF.

To help us process your request quickly, any correspondence should be clearly marked "PUBLICATION SCHEME REQUEST".

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