



**Federation of Wallisdean Infant School (including Wallisdean Pre-School)
and Wallisdean Junior School**

Freedom of Information Policy

Policy Statement

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner (ICO).

The Federation of Wallisdean Schools adopt the ICO's model scheme which is available via the following link: [ICO Model Publication Scheme](#)

Introduction

One of the aims of the Freedom of Information Act 2000 is that public authorities, including maintained schools, should be clear and proactive about the information they will make public.

In order to do this we have 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; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

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.

Categories of Information

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 are:

Class 1	Who we are and what we do
Class 2	What we spend and how we spend it
Class 3	What our priorities are and how we are doing
Class 4	How we make decisions
Class 5	Our policies and procedures
Class 6	Lists and Registers
Class 7	The services we offer

How to request information

If you require a paper version of any of the documents within the scheme, please contact the schools by telephone or email. Contact details are:

Wallisdean Infant and Pre-School 01329 280827 adminoffice@wallisdean-inf.hants.sch.uk

Wallisdean Junior School 01329 232571 adminoffice@wallisdean-jnr.hants.sch.uk

Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or internet café.

Our website is available via the following link: <https://www.wallisdeanfederation.co.uk/>

Single copies of information can be provided in line with the charging policies but if your request means that we have to do a lot of photocopying/printing we will let you know the charge before fulfilling your request. Where there is a charge this will be indicated in our scheme by a £ sign in the description box.

Feedback and Complaints

We welcome any comments or suggestions you may have about the publication scheme. All such comments should be initially address to Mrs Cammish, Executive Head Teacher, Wallisdean Federated Schools.

If you are not satisfied with the assistance that you received 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 directed to the Information Commissioner's Office. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
or via the enquiry/information line: 01625 545700 or using publications@ic-foi.demon.co.uk.

Monitoring and Evaluation

Policy Adopted by Schools	14 July 2021
Responsible person	Executive Head Teacher
Ratified by FGB	13 July 2021
Next Review	Autumn 2023