

Freedom of Information Policy



Approved by:	Interim Executive Board
Last reviewed on:	23/3/2026
Next review due by:	March 2027
This Freedom of Information policy sets out our approach to Freedom of Information at Shirley Warren Primary and Nursery School.	

Shirley Warren Primary and Nursery School (Information)

Information available under the Freedom of Information Act 2000.

This information is provided in-line with the ICO Model Publication Scheme which is the overarching model document in force.

The ownership of information is as follows:

- The Shirley Warren Interim Executive Board (IEB) is responsible for the scheme and information relating to the school and any request for information relating to a specific school must be made via the school to the IEB.

(Section 1) Introduction; what a publication scheme is and why it has been developed

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

To do this we must produce 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.

(Section 2) Aims and Objectives

The IEB aims to:

- Aspire for all of our schools to provide the best possible education for our children.
- Have the workload and well-being of our staff in mind at all times and aim to continually develop and retain good staff in our schools.
- Further develop leadership at all levels across the trust so that we are building resilience, capacity and expertise across our group of schools.
- Improve attendance and punctuality across our schools so that we recover from the impact of the pandemic and aim for our attendance to be at least in line with the National average.
- Work together to respond creatively to the changing landscape for children with complex special educational needs and disabilities and challenging behaviour.
- Identify the critical knowledge within our curriculum, make tangible links and use time effectively so that our children make good progress and their outcomes improve.

This publication scheme is a means of showing how we are pursuing these aims.

(Section 3) 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 three broad topic areas:

- School website: information published on the school website (www.shirleywarren.co.uk)
- Governors' documents: information published in the minutes of governors' meetings.
- Policy – information about policies specifically used across the trust.

(Section 4) How to request information

If you require a paper version of any of the documents within the scheme, please contact the school via office@shirleywarren.co.uk OR

The Chair of the Shirley Warren Interim Executive Board % Shirley Warren Primary and Nursery School, Warren Crescent, Shirley Warren, Southampton, SO16 6AY

To help us process your request quickly, please clearly mark any correspondence "FOI PUBLICATION SCHEME REQUEST" (in CAPITALS please).

(Section 5) Paying for information

Single copies of information covered by this publication are provided free unless otherwise stated. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publication or DVD we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign.

(Section 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 wish to make a complaint then initially this should be addressed to The Chair of the Shirley Warren Interim Executive Board % Shirley Warren Primary and Nursery School, Warren Crescent, Shirley Warren, Southampton, SO16 6AY

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 a formal complaint is appropriate 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.

Contact: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Enquiry/Information Line: 01625 545 700

E-mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissiioner.gov.uk