Part of the Slough and East Berkshire CofE Multi Academy Trust

Lynch Hill School Primary Academy

Freedom of Information Statement

We Aim High, Work Hard, Care Deeply

Developed by	Mrs L Tomlinson Mrs M Cawte
Position	Headteacher PA to the Headteacher
Dated	January 2026
Date of next review	January 2028

1. INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

The scheme covers information already published and information and which is to be published in the future. All information in our publication scheme is available in paper form and information will also be available for you on our website to download and print off.

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.

2. AIMS AND OBJECTIVES

At Lynch Hill Primary School we aim:

- To be the best that we can be
- To help children learn and actively strengthen their capacity to learn and how to learn;

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. Please use the links below for more information.
https://ico.org.uk/for-organisations/guide-to-freedom-of-information/
https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf

Guide to Information available from Lynch Hill Primary School under the Model Publication Scheme.

Information to be Published	**How the information can be obtained**
Class 1 – Who we are and what we do Current information only	Website
School staff and structure	Website
Local Governing Body	Website
Contact details for the Head Teacher and the Local Governing Body via the school	Website
School session times and term dates	Website
Address of school and contact details, including email address	Website
Class 2 – What we spend and how we spend it	
Annual Budget Plan and Financial Statements	Apply in writing
Capital Funding	Apply in writing
Financial Monitoring Report	Apply in writing
Procurement and Contracts	Apply in writing
Staffing Structure	Website
Class 3 – What our priorities are and how we are doing	
External Review Reports / OFSTED Report Performance Data	Website

Information to be Published	How the information can be obtained
Safeguarding and Child Protection	Website
Class 4 – How we make decisions	
Admissions Policy and Information	Website
Agendas and minutes of Governing Body meetings and its committees. (Excluding information from the confidential Part 2 minutes)	Apply in writing
Class 5 – Our policies, procedures and document • Charging and remissions • Behaviour Regulation • Anti-Bullying • PSHE and Relationships and Sex Education • SEND • Data Protection • Health and Safety • Admissions arrangements • Attendance • Accessibility Plan • Equality Information and Objectives • Central Record of Recruitment and Vetting checks • Complaints Procedure • Freedom of Information • Minutes of, and papers considered at, meetings of the Local Governing Body • Premises Management documents • School information • Register of business interests of the Leadership Team and Governors • Register of Pupils' Admissions to School • Register of Pupils' Attendance • Staff Discipline, Conduct and Grievance • Staff Capability • Staff Appraisal • Child Protection and Safeguarding • Online Safety • Dealing with Allegations of Abuse Against Staff • Supporting Pupils with Medical Conditions • Early Career Teacher (formally Newly Qualified Teachers) • Staff Home Working • Designated teacher for looked after children • Children with Health Needs who Cannot Attend School • Pedagogy • RE • Curriculum • Intimate Care • Volunteer • Exclusions • Governors Expenses • Emergency Plan/Lockdown Procedures	Where policies are not available on the website, apply in writing
Class 6 – Lists and Registers Currently Maintained Lists and Registers only	Some information may only be available by inspection
Curriculum	Website
Disclosure logs	Available for inspection

Asset register	Apply in writing
Information the school is legally required to in publicly available register	Apply in writing
Class 7 – The services we offer	Some information may only be available by inspection
Extra-Curricular/School Clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	Apply in writing
Newsletters	Website

4. HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below. Some documents are available from our website at www.lhsprimaryacademy.org.uk

Email: office@lhspa.org.uk

Tel: 01753 524170

Contact Address: Lynch Hill School Primary Academy, Garrard Road, Slough SL2 2AN

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

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it. **Please note all requests will be responded to within 20 school days.**

5. PAYING FOR INFORMATION

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free, however 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 publications or videos we will let you know the cost before fulfilling your request.

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing @ 10p per sheet (black and white)	Estimated actual cost incurred by school
	Photocopying/printing @ 20p per sheet (colour)	Estimated actual cost incurred by school
	Postage	Actual cost of Royal Mail standard 2nd class

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 Headteacher, Lynch Hill School Primary Academy, Garrard Road, Slough SL2 2AN

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 that a formal complaint needs to be made 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. They can be contacted at:

E mail: casework@ico.org.uk

Tel: 0303 123 1113

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