


FREEDOM OF INFORMATION PUBLICATION SCHEME

2023 - 2026

Approved by	
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Position:	Headteacher
Signed:	
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Review date:	Spring 2026

REVIEW SHEET

Information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any). We keep this sheet to record updates for our records, but we usually publish only the table.

[illegible]

Freedom of Information

We referred to the Information Commissioner's Office (ICO) [‘Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme’ \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Paying for information: Most information will be provided free of charge. However, if your request means that we have to do a lot of photocopying or printing we will charge 10 pence per sheet. If a large postage charge is incurred, or the request is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Feedback and Complaints : 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:

Enquiry/Information Line: 0303 123 1113

Website : <https://ico.org.uk/>

- Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this.

Current information to be published	How you can obtain information
Class 1 - Who we are and what we do	
Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).	
Head teacher's contact details.	Michelle Clark Headteacher Asby Endowed School Great Asby Appleby-in-Westmorland Cumbria CA16 6EX Email: head@asby.cumbria.sch.uk Tel: 017683 51154
Who's who in the school/academy.	https://www.asby.cumbria.sch.uk/whos-who/
Maintained schools only: Who's who on the governing body/board of governors and selection criteria for appointment.	https://www.asby.cumbria.sch.uk/topic/governors
Governing body's or board of governors'/trustees' contact details.	https://www.asby.cumbria.sch.uk/topic/governors
Instrument of Government/Articles of Association.	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect <p>Available on request</p>

Current information to be published	How you can obtain information
School prospectus.	<p>The statutory contents of the school prospectus are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"> • The name, address and telephone number of the school, and the type of school. • The names of the head teacher and chair of governors. • Information on the school policy on admissions. • A statement of the school's ethos and values. • Details of any affiliations with a particular religion or religious denomination, the religious and collective worship provided. Parents rights to withdraw their child from religious education and collective worship and the alternative provision for those pupils. • Information about the governing body's policy on providing for pupils with special educational needs. • National Curriculum assessment results for the appropriate Key Stages, with national summary figures, when required. • The arrangements for visits to the school by prospective parents. • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school. <p>https://www.asby.cumbria.sch.uk/prospectus/</p>
School session times and term dates	<p>School day: https://www.asby.cumbria.sch.uk/school-day/</p> <p>Term Dates: https://www.asby.cumbria.sch.uk/term-dates/</p>

Class 2 – What we spend and how we spend it Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.	
Annual budget and financial statements.	https://schools-financial-benchmarking.service.gov.uk/school?urn=112267
Capital funding.	The agreed minutes of meetings of the governing body and its committees [current and last full academic school year] are available on request.
Financial audit reports.	The agreed minutes of meetings of the governing body and its committees [current and last full academic school year] are available on request.
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	The agreed minutes of meetings of the governing body and its committees [current and last full academic school year] are available on request.
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	The agreed minutes of meetings of the governing body and its committees [current and last full academic school year] are available on request.
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Expenses policy available on request
Governor's allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Governor expenses policy available on request
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	The agreed minutes of meetings of the governing body and its committees [current and last full academic school year] are available on request.
Details of any premiums we receive such as Pupil premium.	https://www.asby.cumbria.sch.uk/pupil-premium/

Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.	
Annual Report.	https://www.asby.cumbria.sch.uk/school-improvement-2022-2023/
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	https://www.asby.cumbria.sch.uk/ofsted-reports/
Exam and assessment results.	https://www.asby.cumbria.sch.uk/performance-data/
Performance tables	https://www.asby.cumbria.sch.uk/performance-data/
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Not applicable
Our school profile and performance data supplied to the Government (GIAS)	https://www.find-school-performance-data.service.gov.uk/school/112267/asby-endowed-school
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	https://www.asby.cumbria.sch.uk/general-data-protection-regulations-gdpr/

Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.	
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	https://www.asby.cumbria.sch.uk/admissions/
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	Available on request

<p>Class 5 – Our policies and procedures</p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities</p> <p>As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.</p>	<p>https://www.asby.cumbria.sch.uk/policies/</p> <p>All full policy list of available on request</p>
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.</p>	<p>Statement of Behaviour Principles: https://primarysite-prod-sorted.s3.amazonaws.com/asby-endowed-school/UploadedDocument/197ab137-3d6d-4d49-ab8e-823168a78547/2022-2023-statement-of-behaviour-principles.pdf</p> <p>Behaviour Policy: https://primarysite-prod-sorted.s3.amazonaws.com/asby-endowed-school/UploadedDocument/79867399-e1b5-4856-86ab-93e1ed66f13b/2022-2023-behaviour-policy.pdf</p>
<p>Safeguarding and child protection, including protecting children's personal data.</p>	<p>Overarching Statement: https://primarysite-prod-sorted.s3.amazonaws.com/asby-endowed-school/UploadedDocument/27305beb-ab31-456b-8856-f601b8732956/2022-2023-overarching-safeguarding-statement.pdf</p> <p>Child Protection Policy: https://primarysite-prod-sorted.s3.amazonaws.com/asby-endowed-school/UploadedDocument/f463fbbf-e656-4f40-b832-071b8c309a17/2022-2023-child-protection-policy.pdf</p>

Equality and Diversity.	<p>Single Equality Scheme: https://primarysite-prod-sorted.s3.amazonaws.com/asby-endowed-school/UploadedDocument/922520d4-55e0-40db-a3ce-4cb3a38ea1f0/2022-2026-equality-scheme-policy.pdf</p> <p>Single Equality Statement: https://primarysite-prod-sorted.s3.amazonaws.com/asby-endowed-school/UploadedDocument/2f9c9275-b963-4a73-a135-312792b8040a/2022-2023-single-equality-statement-part-2.pdf</p>
Policies and procedures relating to recruitment and human resources.	Available on request
Special educational needs and disability.	<p>SEN Policy & Information Report: https://primarysite-prod-sorted.s3.amazonaws.com/asby-endowed-school/UploadedDocument/c8691699-fa82-46d9-94b8-8a1f337aeca8/2022-2023-sen-policy-and-information-report.pdf</p>
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	<p>Complaints Policy: https://primarysite-prod-sorted.s3.amazonaws.com/asby-endowed-school/UploadedDocument/3a71be81-27bc-4566-8446-d479fae958b0/2022-2024-complaints-policy.pdf</p>
Pay Policy	Available on request
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	https://www.asby.cumbria.sch.uk/general-data-protection-regulations-gdpr/
<p>Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated.</p> <p>If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).</p>	<p>Charging & Remissions Policy: https://primarysite-prod-sorted.s3.amazonaws.com/asby-endowed-school/UploadedDocument/5af1b4fb-ab85-4cbf-9e6d-a21ee0618914/2021-2023-charging-and-remissions.pdf</p>

Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	
Curriculum circulars and statutory instruments	Available on request
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	None on site
Disclosure logs i.e., information provided in response to FOIA requests	Available on request
Asset register and Information Asset register	Available on request
Any information we are currently legally required to hold in publicly available registers	Available on request

Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	
Extra-curricular activities	https://www.asby.cumbria.sch.uk/curriculum/
Out of school clubs	https://www.asby.cumbria.sch.uk/after-school-club/
Services for which the school is entitled to recover a fee, together with those fees	
School publications, leaflets, books, and newsletters	Newsletters: https://www.asby.cumbria.sch.uk/stream/newsletters/full/1/-/
Additional Information Any information that is not itemised in the lists above	Further information can be found at: www.asby.cumbria.sch.uk