



Publication Scheme under Freedom of Information Act 2000

Approved by: Resources Committee

Date: November 2025

Last reviewed on:

Next review due by: November 2027

The governing body is responsible for maintenance of this scheme and is available under the Freedom of Information Act 2000.

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.

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;

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 either available for you on our website to download and print off or 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.

2. Aims and Objectives

Our Mission:

Children are at the heart of everything we do. We inspire all our children to be motivated, resilient and confident learners, who are ambitious and strive to achieve their best.

3.

Our aim for children at Hardy Mill Primary is to:

- Be happy, confident, independent and proud of themselves and their achievements in all areas of life.
- Develop knowledge and skills through an exciting and creative curriculum which fosters a lasting enjoyment of learning.
- Cooperate with and show respect towards others enabling them to make positive relationships with a wide range of people.
- Develop the knowledge skills and understanding to be a responsible citizen now and in the future.
- Have the courage to step out of their comfort zone and show resilience when faced with challenges in their learning.

The above aims are achieved through our school values of:
Independence, Pride, Cooperation, Respect, Courage and Resilience

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'. These are contained in section 6 of this scheme.

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, or letter. Contact details are set out below or you can visit our website at www.hardymill.bolton.sch.uk

Contact Address: Hardy Mill Primary School, Hardy Mill Road, Bolton. BL2 4EF

Email: office@hardymill.bolton.sch.uk

Tel: 01204 333770

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

FOI requests must be fully responded within 20 (school) working days by law. The information will be provided unless the school can provide an exemption under the FOI act. A more detailed guide to FOI exemptions is here: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

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.

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 unless stated otherwise in section 6. 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. Where there is a charge, this will be indicated by a £ sign in the charge box.

6. Classes of Information Currently Published

Class 1		
Who we are and what we do - Organisational information, structures, location and contacts.		
Where information can be obtained	Type of Information	Charge
School website	<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 Who's who in school Who's who on the Governing Board and the basis of appointment 	
School website	<ul style="list-style-type: none"> Admissions policy A statement of the school's ethos and values Details of the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils 	
School website	<ul style="list-style-type: none"> Information about the school's policy on providing for pupils with special educational needs National Curriculum assessment results for appropriate Key Stages, with national summary figures The arrangements for visits to the school by prospective parents 	

Class 2		
What we spend and how we spend it - Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits.		
Where information can be obtained	Type of Information	Charge
School office	<ul style="list-style-type: none"> Agreed minutes of meetings of the Governing Board and its committees [current and last full academic school year] Audit Reports Budget Information 	

Class 3		
What our priorities are and how we are doing - Strategies and plans, performance indicators, audits, inspections and reviews		
Where information can be obtained	Type of Information	Charge
School website	Performance Data	
School website	Latest OFSTED report	
School office	<ul style="list-style-type: none"> School Improvement Plan Appraisal Policy 	

Class 4		
How we make decisions - Decision making processes and records of decisions		
Where information can be obtained	Type of Information	Charge

School office	Agendas and minutes of Governing Board meetings (this will exclude information regarded as private to the meetings).	
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Class 5		
Our policies and procedures - Current written protocols, policies and procedures for delivering services and responsibilities		
Where information can be obtained	Type of Information	Charge
School office	<ul style="list-style-type: none"> • Home school agreement • Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements • Teaching and learning policy 	
School website	<ul style="list-style-type: none"> • Curriculum statement 	
School website	<ul style="list-style-type: none"> • Curriculum information and overviews 	
School website	<ul style="list-style-type: none"> • PSHE (Personal, Social, Health Education) Policy (including Relationships and Health Education statutory from September 2020, and our position on Sex Education) 	
School website	<ul style="list-style-type: none"> • SEND policy • Information about the school's policy on providing for pupils with special educational needs 	
School website	<ul style="list-style-type: none"> • Accessibility Plan - Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils. 	
School website	<ul style="list-style-type: none"> • Single Equalities Policy - Statement of policy for promoting race, disability and gender equality. 	
School website	<ul style="list-style-type: none"> • Safeguarding and Child Protection Policy - Statement of policy for safeguarding and promoting welfare of pupils at the school 	
School website	<ul style="list-style-type: none"> • Behaviour policy - Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. 	
School website	<ul style="list-style-type: none"> • Anti-Bullying Policy 	
School website	<ul style="list-style-type: none"> • Information Management Policy - Records retention, destruction and archiving. • Data Protection (including information sharing) 	
School website	<ul style="list-style-type: none"> • Charging and Remissions Policy - A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips 	
School website	<ul style="list-style-type: none"> • Health and Safety Policy - Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy 	
School website	<ul style="list-style-type: none"> • Complaints procedure - Statement of procedures for dealing with complaints 	
School office	<ul style="list-style-type: none"> • Appraisal of Staff - Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures 	

School office	<ul style="list-style-type: none"> Staff Conduct, Discipline and Grievance – Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance 	
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Class 6		
Lists and Registers - Currently maintained lists and registers excluding attendance registers		
Where information can be obtained	Type of Information	Charge
School office	Curriculum circulars and statutory instruments Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum	
School office	Asset Register	

Class 7		
The services we offer - Information about the services we offer		
Where information can be obtained	Type of Information	Charge
School website	Sample of extra-curricular activities and clubs	
School office	Current extra-curricular activities and clubs	

7.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 Head Teacher.

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:

Information Commissioner

Wycliffe House

Or

Enquiry/Information Line: 01625 545 700

Email: contact@QPCSGovernors.org

Website: www.ico.org.uk