



Live, Love, Learn, Littletown

Littletown Primary Academy

Honiton Bottom Road, Honiton, Devon, EX14 2EG

01404 548749

admin@littletown.devon.sch.uk

www.littletown.devon.sch.uk

Freedom of Information Policy & Publication Scheme

**This Policy was adopted by the Full Governing Body of
Littletown Primary Academy**

On: 7th October 2025

Date Policy to be reviewed: October 2028

1. Introduction

This publication scheme commits Littletown Primary Academy to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Littletown Primary Academy

2. This publication scheme commits Littletown Primary Academy:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Littletown Primary Academy and falls within the classifications below.
- To specify the information which is held by Littletown Primary Academy and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information Littletown Primary Academy makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

3. Classes of Information

Class 1 - Who we are and what we do:

Organisational information, locations and contacts, constitutional and legal governance.

Class 2 - What we spend and how we spend it:

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class 3 - What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

Class 4 - How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class 5 - Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Class 6 - Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of Littletown Primary Academy

Class 7 - The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

4. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

5. The method by which information published under this scheme will be made available

- Littletown Primary Academy will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, Littletown Primary Academy will indicate how information can be obtained by other means and provide it by those means.
- In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.
- Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

6. Charges which may be made for Information published under this scheme

- The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Littletown Primary Academy for routinely published material will be justified and transparent and kept to a minimum.
- Material which is published and accessed on a website will be provided free of charge.
- Charges may be made for information subject to a charging regime specified by Parliament.
- Charges may be made for actual disbursements incurred such as:
 - photocopying
 - postage and packaging
 - any costs directly incurred as a result of viewing information
- Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

7. Written Requests

7.1 Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

7.2 A public authority must respond to a written request for information within 20 working days, unless it is subject to an exemption. Requests should be addressed to admin@littletown.devon.sch.uk

7.3 To help us process requests quickly, any correspondence should be clearly marked "*PUBLICATION SCHEME REQUEST*".

8. Review of policy

8.1 This policy is reviewed every three years or upon change of relevant legislation. We will monitor the application and outcomes of this policy to ensure it is working effectively.

ANNEX 1

Guide to information available from Littletown Primary Academy under the publication scheme.

How the information can be obtained:

Class 1		
Who we are and what we do		
Contact details	Website	
Organisation structure	Website	
Class 2		
What we spend and how we spend it		
Annual accounts for the previous financial year	Website	
Class 3		
What our priorities are and how we are doing		
Ofsted reports	Website	
Examination results	Website	
Class 4		
How we make decisions		
Minutes of meetings		Hard copy on request
Class 5		
Our policies and procedures		
Safeguarding and Child Protection Policy	Website	
Health and Safety policy	Website	
Attendance Policy	Website	
Behaviour Policy	Website	
Charging & Remissions Policy	Website	
CCTV Policy	Website	
Complaint's Policy	Website	
Data Protection Policy	Website	
Equality Policy	Website	
Freedom of Information Policy	Website	
Lettings Policy	Website	
Privacy Notice	Website	
Relationships and Education Policy	Website	
SEND Policy and information	Website	
Supporting Pupils with medical needs Policy	Website	
Class 6		
Lists and Registers		Hard copy on request
Class 7		
The services we offer	Website	