



Weeke Primary School

Freedom of Information Publication Scheme

Date agreed: **November 2025**

Review date: **November 2026**

Weeke Primary School has adopted the Information Commissioner's Office model publication scheme.

Information to be published:	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
We are a primary school providing education for children of 4 – 11 years old at www.weekeprimary.com	Website	N/A
Who's who in the school www.weekeprimary.com/about-us/meet-the-team	Website	N/A
Who's who on the governing body and the basis of their appointment www.weekeprimary.com/about-us/meet-the-team/who-are-the-governors/	Website	N/A
Instrument of Government / Articles of Association - on request	Hard copy	N/A
Contact details for the Head Teacher and for the governing body, via the school. Mr J Kirkham c/o Weeke Primary School (Headteacher) Email: j.kirkham@weeke.hants.sch.uk Mrs S Alderson c/o Weeke Primary School (Chair of Governors)		N/A
School prospectus - can be collected from the school office.	Hard copy	N/A
Staffing structure - www.weekeprimary.com/about-us/meet-the-team	Website	N/A
School session times and term dates - www.weekeprimary.com/parents/school-day-and-term-dates	Website	N/A
Address of school and contact details, including email address. www.weekeprimary.com	Website	N/A
Class 2 – What we spend and how we spend it.		
Annual budget plan and financial statements - on request	Hard copy	N/A
Capital funding - on request	Hard copy	N/A
Financial audit reports (where available) - on request	Hard copy	N/A
Details of expenditure items over £2000 - on request	Hard copy	N/A
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese) - on request	Hard copy	N/A
Pay policy - on request	Hard copy	N/A
Staff allowances and expenses that can be incurred or claimed, reference to categories. - on request	Hard copy	N/A
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors - on request	Hard copy	N/A
Class 3 – What our priorities are and how we are doing		
School Improvement Plan	Hard copy	N/A
Ofsted link: www.weekeprimary.com/key-information/ofsted	Website	

Performance Management Policy and Procedures adopted by the governing body. On request.	Hard copy	N/A
Performance Data or a direct link to it www.weekeprimary.com/key-information/performance-data https://www.gov.uk/school-performance-tables	Website	N/A
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	N/A	N/A
Class 4 – How we make decisions		
Admissions policy/decisions www.weekeprimary.com/joinus/admissions (Includes link to Hampshire County Council Admissions policy)	Website	N/A
Agendas and minutes of meetings of the governing body and its committees. On request	Hard copy	N/A
Class 5 – Our policies and procedures		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) On request	Hard copy	N/A
Charging regimes and policies. www.weekeprimary.com/key-information/policies	Website	N/A
Class 6 – Lists and Registers (Some information may only be available by inspection)		
Currently maintained lists and registers only. On request	Hard copy	N/A
Curriculum circulars and statutory instruments On request	Hard copy	N/A
Disclosure logs On request	Hard copy	N/A
Asset register On request	Hard copy	N/A
Any information the school is currently legally required to hold in publicly available registers. (This does not include attendance registers.) On request.	Hard copy	N/A
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Some information may only be available by inspection)		
Extra-curricular activities – reviewed termly	Website	N/A
Out of school clubs – Breakfast and After School Club	Website	N/A
Services for which the school is entitled to recover a fee, together with those fees See Charges & Remission policy	Website	N/A
School publications, leaflets, books and newsletters	Website	N/A