



Freedom of Information Publication Scheme

Approval Date: October 2026

Review Date: October 2029

Responsible Officer: School Business Manager

1. Introduction

Forest Park School has adopted the model publication scheme published by the Information Commissioner's Office (ICO). This scheme sets out the information that the school routinely makes available to the public and how it can be accessed. The school is committed to openness and transparency and will make information available wherever possible.

2. How Information Can Be Accessed

Information covered by this scheme will normally be available:

- On the school website
- On request from the school office
- By email
- As a paper copy (charges may apply for extensive copying)

Contact: School Business Manager, Forest Park School, Ringwood Road, Totton SO40 8DZ
023 8086 4949

3. Information Routinely Published

Who We Are and What We Do

- School contact details
- Governance information
- School opening hours
- Ofsted reports

What We Spend and How We Spend It

- Annual financial information
- Financial benchmarking information
- Charging and Remissions Policy
- Pupil Premium information (where applicable)
- PE and Sport Premium information (where applicable)

What Our Priorities Are and How We Are Doing

- School improvement priorities
- Performance information (where published)
- Ofsted inspection reports

How We Make Decisions

- Governing body information
- Governor committee structure
- Minutes of governing body meetings (excluding confidential items)

Our Policies and Procedures

The school publishes or makes available, as appropriate:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Complaints Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Admissions Arrangements
- Equality Information and Objectives
- Accessibility Plan
- Charging and Remissions Policy

Lists and Registers

- Governor Register of Interests
- Information required by law to be publicly available

Services We Provide

- Curriculum information
- SEND Information Report
- Careers information
- Extra-curricular opportunities

4. Charges

Most information will be provided free of charge via the school website.

The school reserves the right to charge for:

- Photocopying
- Printing large volumes of information
- Postage costs

Any charges will be communicated before information is provided.

5. Freedom of Information Requests

If information is not available through this publication scheme, requests may be made under the Freedom of Information Act 2000.

Requests should be submitted in writing to the school office.

The school will respond in accordance with statutory timescales and requirements.

6. Review

This publication scheme will be reviewed every three years or sooner if legislative requirements change.