



Swaythling Primary School

FREEDOM OF INFORMATION PUBLICATION SCHEME

Date Approved:	20th May 2025	
Review Date:	May 2026	
Author/Owner	Swaythling Primary School / Full Governing Body	

This is Swaythling Primary Schools Publication Scheme on information available under the Freedom of Information Act 2000.

The Governing Body is responsible for maintenance of this scheme.

Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 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; and
- 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 available in paper form and we also intend to make it available on our website.

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.

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'.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus – information published in the school prospectus.
- Governors' Documents – information related to the governance of the school
- Pupils and Curriculum – information about policies that relate to pupils and the school curriculum
- School Policies and other information related to the school – information about policies that relate to the school in general

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 websites at www.swaythlingprimary.net

Email: info@swaythlingprimary.org
Tel: 02380 552252

Contact Address: Swaythling Primary School
Mayfield Road
Southampton
SO17 3SZ

To help us process your request quickly, please clearly mark any correspondence:

PUBLICATION SCHEME REQUEST.

Your request will be responded to within 20 days. You will be informed if we do not hold any information falling within the scope of your request.

Paying for Information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not 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. However; 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 we will let you know the cost before fulfilling your request.

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 assistance or need to make a complaint then initially this should be addressed to the Chair of the Governors via the School Office.

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 Office of the Information Commissioner. 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, Water lane, Wilmslow, Cheshire, SK9 5AF

Ratified by Governors: 20/5/2025

Signed by Chair of
Governors

A handwritten signature in black ink that reads "Zoe Snow". The letters are written in a cursive, slightly slanted style.

Ms Z Snow

Signed by Headteacher

A handwritten signature in black ink that reads "Mr J Draper". The signature is more compact and stylized than the one above.

Mr J Draper