



Martin Primary School

Freedom of information Publication Scheme ICO guidance and DfE school website compliance

Publication Scheme

Below is Martin Primary School's Publication Scheme regarding information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

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, fax or letter as below:

Martin Primary School
Plane Tree Walk
London N2 9JP

Tel: 0208 883 1455

Email: office@martinprimary.barnet.sch.uk

To assist us with processing your request please mark any correspondence 'Fol Publication Scheme Request'.

Cost of obtaining for information and exempt information

You may incur costs from your internet service provider when accessing free website information. If your request requires a large amount of photocopying and or printing etc. we will inform you of the amount before fulfilling your request.

Exempt Information

There may be times when we are unable to provide the information you request for any for the following reasons:

- we do not hold the information;
- we are applying an exemption to the disclosure, such as the information requested related to personal information and therefore falls under the remit of the Data Protection Act 2018 or UK GDPR, Environmental Information Regulations 2004 or the information is commercially sensitive;
- the request is considered to be vexatious or repeated;
- it would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).

If we are unable to provide the information requested we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to bring the costs within the cost limit.

The School will seek advice from the Local Authority's Information Governance Department if necessary to clarify any points or to help resolve any disputes over information requests.

Complaints and Appeals

If you feel you have not been given the information requested you should in the first instance write to the Chair of Governors. If you are not happy with their response you may wish to contact the Information Commissioner at:

The Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday

Fax 01625524510

Email mail@ico.gsi.gov.uk icocasework@ico.org.uk

Information to be published in accordance with ICO guidance and DfE school website compliance	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Website
Contact details for the Head Teacher and for the governing body	Website
School Prospectus / Admissions Booklet	Website
Staffing Structure	Website
School session times and term dates	Website
Address of school and contact details, including email address.	Website

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Annual budget plan and financial statements	Hard copy in school
Capital funding	Hard copy in school
Additional funding	Hard copy in school
Financial Audit reports	Hard copy in school
Procurement and contracts	Hard copy in school
Pay Policy	Hard copy in school
Staffing and grading structure	Hard copy in school
Governors' allowances	Hard copy in school

Class 3 – What our priorities are how and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
Latest OFSTED Report	Website
Latest performance data - links	Website
Performance Management Policy and procedures adopted by the governing body	Hard copy in school
Schools future plans, for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy in school
Safeguarding and child protection	Website

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy in school

Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Statutory policies for maintained schools Governing bodies of maintained schools must have policies on: • admissions arrangements – school admissions code • behaviour and written statement of principles – keeping children safe in education and behaviour and discipline in schools: guide for governing bodies • careers guidance – careers guidance for education providers • charging and remissions – charging for school activities • data protection privacy notice – data protection: privacy notice model documents • equality objectives – Equality Act 2010: advice for schools • governors' allowances – see part 6 of our guidance on School governance regulations 2013 • health and safety – health and safety advice for schools • premises management – good estate management for schools	Website or hard copy in school

- relationships and sex education and health education – [relationships and sex education and health education](#)
- safeguarding and child protection – [keeping children safe in education](#)
- school attendance – [working together to improve school attendance](#)
- school complaints – [school complaints: guidance for maintained schools](#)
- school exclusions – [school suspensions and permanent exclusions](#)
- school uniforms – [developing and implementing a school uniform policy](#) and [cost of school uniforms](#)
- special educational needs and disability – [SEND code of practice: 0 to 25 years](#)
- staff behaviour and grievance – [staffing and employment: advice for schools](#) and [keeping children safe in education](#)
- support for pupils with medical conditions – [supporting pupils with medical conditions at school](#)
- teachers' pay – [school teachers' pay and conditions](#)
- teachers' performance and capability – [model policy for teachers' appraisal and capability](#)

Review cycle

It is recommended that governing bodies review these policies annually. This is with the exception of the equality objectives policy which can be reviewed every 4 years.

Website compliance DfE -What maintained schools must publish online
Contents

1. [Who and what this guidance is for](#)
2. [Why information must be published](#)
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16. [Public sector equality duty](#)
17. [Pupil premium and recovery premium](#)
18. [Remote education](#)
19. [School opening hours](#)
20. [School uniform](#)
21. [Special educational needs and disabilities \(SEND\)](#)

22. Test, exam and assessment results	
Records management and personal data policies including: • Information security policies • Records retention, destruction and archive policies • Data Protection	Website or hard copy in school
Charging regimes and policies This includes details of any statutory charging regimes. Charging policies include charges made for information routinely published. It clearly states what cost are to be recovered, the basis on which they are made and how they are calculated.	Website or hard copy in school

Class 6 – Lists and Registers Currently maintained lists and registers only	
Curriculum circulars and statutory instruments (N/A)	Hard copy in school
Disclosure logs	Hard copy in school
Asset register	Hard copy in school
Any information the school is currently legally required to hold in publicly available registers (Attendance registers are not included as this is personal data))	Hard copy in school

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Extra-curricular activities and clubs	Website
Out of school clubs	Website
School Publications, leaflets, books and newsletters	Website or hard copy in school
Services for which the school is entitled to recover a fee, together with those fees	Hard copy in school

Schedule of Charges

Type of charge	Description	Bases if charge
Disbursement cost	Photocopying/Printing @ 5p per sheet (black & white)	Actual cost

	Photocopying/Printing@10 p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Dependent on document	In accordance with relevant legislation
Other charges		

School website accessibility regulations EU Accessibility Act 2025

Schools are partially exempt from the Act. However, schools must make accessible:

Online forms for school meal preferences	Website menu access
Online Admissions forms	Via Barnet Council
Online payment systems	Via Arbor MIS
Online booking systems for parents' evenings	Via Arbor MIS
Online Letters and documents that parent/carers need to access services	Via Arbor comms MIS

The school website is run by Martin Primary School, and this statement applies to <https://www.martinprimary.org.uk>. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts using browser or device settings
- zoom in up to 400% without the text spilling off the screen
- navigate most of the website using a keyboard or speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

1. **Accessibility Features**

- Responsive Design: Our website is designed to work on various devices and screen sizes, including desktop computers, tablets, and smartphones.
- Keyboard Navigation: The website is navigable via keyboard to accommodate users who cannot use a mouse.
- Text Readability: We use clear and legible fonts, sufficient colour contrast, and adjustable text size to enhance readability.

2. **Non-compliance with the accessibility regulations**

2.1. **School exemption**

- This website is partially compliant with the [Web Content Accessibility Guidelines version 2.2](#) AA standard, due to 'the exemptions' listed below.
- primary and secondary schools or nurseries - except for the content people need in order to use their services, for example a form that lets you outline school meal preferences.

2.2. **Non-compliant content**

We know some parts of this website are not fully accessible:

- most older PDF documents are not fully accessible to screen reader software
- embedded Google Maps are not accessible within the site
- any forms with bespoke styling on the site may not be accessible

- Brand colours: We endeavour to ensure that, our brand colours meeting the contrast ratio for the corresponding text size. If any text does not meet the contrast ration, so people with visual impairments cannot access the information, we will rectify this if notified. This fails WCAG 2.2 AA success criterion.

3. **Ongoing Efforts**

We are continually working to improve the accessibility of our website by:

- Screen reader compatibility: whilst our website has been built include functionality that works with screen readers, we may need to make some improvements by working with our website provider.
- Keeping up-to-date: We will endeavour to keep up to date with evolving accessibility standards and best practices.

4. **Third-Party Content**

While we aim to ensure all content on our website is accessible, some third-party materials or linked resources may not fully meet accessibility standards. We encourage you to contact us if you have difficulties accessing external content.

5. **Enforcement procedure**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

6. **Technical information about this website's accessibility**

Martin Primary School is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

7. **Compliance status**

The website is partially exempt with the Web Content Accessibility Guidelines (WCAG) 2.2 AA standard due to the exemptions and non compliances listed above.

8. **Need Assistance?**

If you encounter any accessibility barriers or have suggestions to improve your experience, please contact us:

- Email: office@martinprimary.barnetmail.net
- Phone: 0208 883 1455
- Mailing Address: Martin Primary School, Plane Tree Walk, London N2 9JP
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When reporting an issue, please include:

- The webpage or feature you experienced difficulties with.
- Your contact information (optional, if you would like a response).
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9. **Commitment to Improvement**

Martin Primary School values diversity and inclusion and is committed to providing an accessible online experience for all members of our community. Your feedback is essential in helping us achieve this goal.

This statement was last updated on 7/7/26