

Freedom of Information

Guide to information available from Spellbrook C of E Primary School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	See charging information at the end of this document
Who’s who in the school	Website	

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Who's who on the governing body / board of governors and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	See charging information at the end of this document
Annual budget plan and financial statements	Website	
Capital funding	Website	
Financial audit reports	Website	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Website	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has	Website	

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done so on its behalf (for example, a local authority or diocese).		
Pay policy	Hard Copy	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard Copy	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard Copy	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>(hard copy or website)</p>	<p>See charging information at the end of this document</p>
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report 	<p>Website</p> <p>Website</p>	

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<ul style="list-style-type: none"> • Post-inspection action plan 	Hard Copy	
Performance management policy and procedures adopted by the governing body.	Hard Copy	
Performance data or a direct link to it	Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard Copy	
Safeguarding and child protection	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	See charging information at the end of this document

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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	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and</p>	(hard copy or website)	See charging information at the end of this document

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<p>procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Website</p>	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>Website</p>	

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<p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p>See charging information at the end of this document</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Website</p>	
<p>Disclosure logs</p>	<p>Hard Copy</p>	
<p>Asset register</p>	<p>Hard Copy</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Hard Copy</p>	

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	See charging information at the end of this document
Extra-curricular activities	Website	
Out of school clubs	Website For the latest information, please contact the school office	
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy	
School publications, leaflets, books and newsletters	Website	

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<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		See charging information at the end of this document
<p>Additional information about the school is available to parents and staff and can be requested from the school office.</p> <p>The request will be considered following the guidance from the ICO</p> <p>Guide to freedom of information ICO</p>		

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet	Actual cost 1p per copy (single sided) 1p per sheet of paper Photocopy rental – approx. £1 per day
	Postage 95p 1 st class and 68p 2 nd class	Actual cost of Royal Mail stamp
Statutory Fee	Only if related to copyright	In accordance with the relevant legislation (quote the actual statute)



Information Commissioner's Office

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* the actual cost incurred by the public authority