

Freedom of Information 2017

Guide to information available from St Thomas' CE Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who's who in the school	website	
Who's who on the governing body and the basis of their appointment	website	
Instrument of Government	hard copy – Governors File	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	website	
Staffing structure	hard copy	
School session times and term date	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)	hard copy	
Current and previous financial year as a minimum		
Annual budget plan and financial statements	hard copy	
Capitalised funding	hard copy	
Additional funding	hard copy	
Procurement and projects	hard copy	

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Pay policy	hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	website	
Performance management policy and procedures adopted by the governing body.	hard copy	
Schools future plans	hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	hard copy	
Admissions policy/decisions (not individual admission decisions)	hard copy	
Agendas of meetings of the governing body and (if held) its sub-committees	hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services)		

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and responsibilities)		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	hard copy and/or website	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline 	hard copy and/or website	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies 	hard copy	

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<ul style="list-style-type: none"> Data protection (including information sharing policies) 		
<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>	Hard copy	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	hard copy, some information may only be available by inspection	
Asset register	hard copy, some information may only be available by inspection	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
Extra-curricular activities	website	
Out of school clubs	website	
School publications	hard copy and/or website	
Services for which the school is entitled to recover a fee, together with those fees	hard copy	
Leaflets books and newsletters	hard copy and/or website	

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Contact details:

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 (black & white)	Actual cost * 10p per copy
	Photocopying/printing (colour)	Actual cost 20p per copy
	Postage – standard royal mail prices will be charged at the time of request. Letters over 100g are priced per weight.	Actual cost of Royal Mail standard 2 nd class 50p (small letter)
Statutory Fee		
Other	Preparation and admin fee	£25 per hour.

* the actual cost incurred by the public authority