

**Freedom of Information**

Guide to information available from St Botolph’s CE Primary School under the model publication scheme.

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| Information to be published | 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 | Website | FREE |
| Who’s who in the school | Website | FREE |
| Who’s who in the governing body and the basis of their appointment | Website | FREE |
| Instrument of Government | Hard Copy |  |
| Contact details for the Head Teacher and for the governing body (named contacts whre possible with telephone number and email address – if used) | Website | FREE |
| School prospectus | Hard Copy/Website |  |
| Annual Report |  |  |
| Staffing Structure | Website | FREE |
| School session times and term dates | Website | FREE |
| **Class 2 – What we spend and how we spend it**  (Financial information relating to projected income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum |  |  |
| Annual budget plan and financial statements | Hard Copy | Photocopy Cost |
| Capitalised Funding | Hard Copy | Photocopy Cost |
| Additional Funding | Hard Copy | Photocopy Cost |
| Procurement and Projects | Hard Copy | Photocopy Cost |
| Pay Policy | Hard Copy | Photocopy Cost |
| Governors’ Allowances | Hard Copy | Photocopy cost |
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| **Document Title** | **Amendment State** | **Review Month** | **Date of Approval By Governors** |
| Freedom of Information (FOI) | Original | June |  |

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| **Class 3 – What our priorities are and how we are going**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum |  |  |
| School Profile  Government supplied performance data  The latest Ofsted report  - Summary  - Full report | Website – link to Ofsted |  |
| Performance management policy and procedures adopted by the governing body | Hard Copy | Photocopy Cost |
| Schools future plans | Hard Copy | Photocopy Cost |
| Every Child Matters – policies and procedures | Hard Copy | Photocopy Cost |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous three years as a minimum | (hard copy or website) |  |
| Admissions Policy/decisions (not individual admission decisions) | Hard Copy | Photocopy Cost |
| Agendas of meetings of the governing body and (if held) its sub-committees | Hard Copy | Photocopy Cost |
| Agreed and approved Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings | Hard Copy | Photocopy Cost |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilties)  Current information only |  |  |
| School policies including:-  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 opportunties) Policies  Staff Recruitment Policies | Hard Copy | Photocopy Cost |
| Pupil and curriculum policies, including:  Home-School Agreement  Curriculum  RSE | Hard Copy | Photocopy Cost |

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| Special Educational Needs  Accessibility  Race Equality  Collective Worship  Careers Education  Pupil Discipline | | | Hard Copy | | Photocopy Cost |
| Records Management and Pesonal Data Policies, including:  Information Security Policies  Records Retention Destruction and Archive Policies  Data Protection (including information sharing policies) | | | Hard Copy | | Photocopy Cost |
| Charging Regimes and Policies.  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 b recovered, the basis on which they are made and how they are calculated. | | | Hard Copy | | Photocopy Cost |
| Medication Form | | | Website | | FREE |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only | | | (hard copy or website; some information may only be available by inspection) | |  |
| Curriculum circulars and statutory instruments | | | Website | | FREE |
| Disclosure Logs | | | Hard Copy | | Photocopy Cost |
| Asset Register | | | Hard Copy | | Photocopy Cost |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | | | Hard Copy | | Photocopy Cost |
| **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 | | | (hard copy or website; some information may only be available by inspection | |  |
| Extra Curricular activities | | | Website/Hardcopy | | FREE |
| Out of school clubs | | | Website/Hardcopy | | FREE |
| School publications | | | Website/Hardcopy | | FREE |
| Services for which the school is entitled to recover a fee, together with those fees | | |  | |  |
| Leaflets, books and newsletters | | | Website/Hardcopy | | FREE |
| **Additional Information**  This will provide schools with the opportunity to publish information that it not itemised in the lists above | | |  | |  |

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SCHEDULE OF CHARGES

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| --- | --- | --- |
| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
| Disbursement cost | Photocopying/printing @10p per sheet (black & White) | Actual cost \* approx. 10p |
|  | Photocopying/printing @50p per sheet (colour) | Actual cost \* approx. 50p |
|  | Postage | Actual cost of royal Mail standard 2nd class. |

\* the actual cost incurred by the public authority

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