

**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 ProfileGovernment supplied performance dataThe 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 policyHealth and SafetyComplaints ProcedureStaff Conduct PolicyDiscipline and Grievance PoliciesStaffing Structure Implementation PlanInformation Request Handling PolicyEquality and Diversity (including equal opportunties) PoliciesStaff Recruitment Policies | Hard Copy | Photocopy Cost |
| Pupil and curriculum policies, including:Home-School AgreementCurriculumRSE | Hard Copy | Photocopy Cost |

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| Special Educational NeedsAccessibilityRace EqualityCollective WorshipCareers EducationPupil Discipline | Hard Copy | Photocopy Cost |
| Records Management and Pesonal Data Policies, including:Information Security PoliciesRecords Retention Destruction and Archive PoliciesData 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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