

Freedom of Information

Guide to information available from 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
--	--	-------------

Freedom of Information

Guide to information available from School under the model publication scheme

<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
<p>Who's who in the school</p>	<p>Currently on website – SLT, Class teachers, admin, catering staff, governor names Information is in the parent handbook.</p>	
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>List of names of governors and the basis for their appointment Action: detail could be added about the governors role and background. If we become an academy details</p>	

Freedom of Information

Guide to information available from School under the model publication scheme

	of meetings governors have attended to be added.	
Instrument of Government / Articles of Association	Do not have articles of association – not an academy Terms of reference to be added	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Admin contact details are currently on website Add Welford Governors email to the contact us page	
School prospectus (if any)	Visible on website	
Annual Report (if any)	Not applicable	
Staffing structure	Visible on website in 'School information' and in the parents handbook	
School session times and term dates	Visible on website and in parent handbook	

Freedom of Information

Guide to information available from School under the model publication scheme

Address of school and contact details, including email address.	Visible on website under 'contact us' Term dates are available on website and are published each week in the newsletter	
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	(hard copy and/or website) Available on DfE website, linked through school website	
Annual budget plan and financial statements	Action: Speak to Chris Pote	
Capital funding	Action: Compile a capital funding overview update each year	
Financial audit reports	Copy available in the office – sent	

Freedom of Information

Guide to information available from School under the model publication scheme

	in annually Hard copies available (10p per sheet)	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Information available on financial reports. Hard copy reports can be made upon request	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Information available through SIMS Hard copy reports can be made upon request	
Pay policy	Available from school office Add to website	
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	Copy of Warwickshire expenses form to be made available if requested Information about what can and	

Freedom of Information

Guide to information available from School under the model publication scheme

reference to categories.	cannot be claimed available in school handbook. Create a staff and governors expenses policy Consider the costs of time taken	
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.	Create a staff pay document – add link to this on website	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Create a staff and governors expenses policy Record to be kept by school finance officer of governor expenses	
Class 3 – What our priorities are and how we are doing	(hard copy or website)	

Freedom of Information

Guide to information available from School under the model publication scheme

<p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report 	<p>All this information is available on the school website</p>	

Freedom of Information

Guide to information available from School under the model publication scheme

<ul style="list-style-type: none"> • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Performance management policy available in school	
Performance data or a direct link to it	Performance data is on the 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	Consultation documents to be made available as relevant	
Safeguarding and child protection	Available on the website and updated	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	

Freedom of Information

Guide to information available from School under the model publication scheme

Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Admissions policy is on the website and in the parent handbook	
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).	Minutes of meetings are available and can be requested (10p a 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</p>	(hard copy or website)	

Freedom of Information

Guide to information available from School under the model publication scheme

<p>or English government or the Northern Ireland Executive. These will include policies and 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>Research required amount of time records need to be retained for. Develop understanding of how pupil records are kept safely and for how long they need to be kept.</p>	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging</p>	<p>Available on website</p>	

Freedom of Information

Guide to information available from School under the model publication scheme

<p>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. 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>Curriculum circulars and statutory instruments</p>	<p>Not relevant Statutory policies on the website Compile a list of statutory policies</p>	
<p>Disclosure logs</p>	<p>Available on request</p>	

Freedom of Information

Guide to information available from School under the model publication scheme

Asset register	Asset register has been sent out	
Any information the school is currently legally required to hold in publicly available registers		
<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)	
Extra-curricular activities		
Out of school clubs		
Services for which the school is entitled to recover a fee,		

Freedom of Information

Guide to information available from School under the model publication scheme

together with those fees		
School publications, leaflets, books and newsletters		
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

Freedom of Information

Guide to information available from School under the model publication scheme

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Freedom of Information

Guide to information available from School under the model publication scheme

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority