

ARMATHWAITE SCHOOL



FREEDOM OF INFORMATION PUBLICATION SCHEME

2021

Approved by ¹	
Name:	Grant Smith
Position:	Chair of Governors
Signed:	
Date:	15.11.2021
Review date ² :	

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from Armathwaite 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)	
Who’s who in the school	Website	Free
Who’s who on the governing body/board of governors and the basis of their appointment	Website	Free
Instrument of Government/Articles of Association	Hard copy-school office	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website	Free
School prospectus (if any)	Website	Free
Annual Report (if any)		
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address	Website	Free

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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)	
Annual budget plan and financial statements	Hard copy in school office	10p per sheet
Capital funding	Hard copy in school office	10p per sheet
Financial audit reports	Hard copy in school office	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	Hard copy in school office	10p per sheet
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)	Hard copy in school office	10p per sheet
Pay policy	Hard copy in school office	10p per sheet
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 in school office	10p per sheet
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 in school office	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	N/A	

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
School profile (if any) And in all cases: <ul style="list-style-type: none">• Performance data supplied to the Government, or a direct link to the data• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report• Post-inspection action plan	Website and school office	
Performance management policy and procedures adopted by the governing body.	Website and school office	
Performance data or a direct link to it	School website	
The school's future plans; for example, proposals for any any consultation on the future of the school, such as a change in status	School office	
Safeguarding and child protection	Website and school office	

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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) – where applicable	CCC Admissions Policy/ 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).	Website	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <ul style="list-style-type: none">• School Policies including• Capability of Staff• Behaviour in schools• School Exclusion• NQT induction• RSE• SEN• Health & safety• Admission Arrangements• Accessibility Plan• Behaviour principle• Complaints Procedure• Equality Information & Objectives• Staff discipline, conduct and grievance procedures• Child Protection• Teachers Pay• EYFS policy & procedure• Peer on Peer abuse policy (child on child)• Supporting children at school with medical conditions	(hard copy or website)	
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<p>Records Management and personal data, including :</p> <ul style="list-style-type: none">• Information• Records retention, destruction and archive policies *• Data protection (including information sharing policies) <p>Charging regimes and policies.</p> <p>Charging & Remissions policy</p>	<p>*Use information management toolkit for schools</p> <p>School Office</p>	
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Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	School Office	
Disclosure logs	School Office	
Asset register	Held by Westcom	
Any information the school is currently legally required to hold in publicly available registers		

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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	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets, books and newsletters	Website	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority