



Arnside National C of E School
Aspire Believe Achieve

FREEDOM OF INFORMATION PUBLICATION SCHEME

2022

Approved by ¹	
Name:	Nick Sharp
Position:	Head teacher
Signed:	<i>Nick Sharp</i>
Date:	24.3.22
Review date ² :	February 2024

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

² The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from Arnside National CofE 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)	Printing cost 10p per sheet
Who’s who in the school	School website	Printing cost 10p per sheet
Who’s who on the governing body/board of governors and the basis of their appointment	School website	Printing cost 10p per sheet
Instrument of Government/Articles of Association	School website/hard copy in school	Printing cost 10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	School website	Printing cost 10p per sheet
School prospectus	School website	Printing cost 10p per sheet
Annual Report	School website	Printing cost 10p per sheet

Freedom of Information

Guide to information available from Arnside National CofE School under the model publication scheme

Staffing structure	School website	Printing cost 10p per sheet
School session times and term dates	School website	Printing cost 10p per sheet
Address of school and contact details, including email address	School website	Printing cost 10p per sheet
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) School website	Printing cost 10p per sheet
Annual budget plan and financial statements	School website	Printing cost 10p per sheet
Capital funding	School website	Printing cost 10p per sheet
Financial audit reports	School website	Printing cost 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 available from school office	Printing cost 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 available from school office	Printing cost 10p per sheet

Freedom of Information

Guide to information available from Arnside National CofE School under the model publication scheme

Pay policy	Hard Copy available from school office	Printing cost 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 available from school office	Printing cost 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 available from school office	Printing cost 10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy available from school office	Printing cost 10p per sheet

Freedom of Information

Guide to information available from Arnside National CofE School under the model publication scheme

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	Printing cost 10p per sheet
<p>School profile (if any)</p> <p>And in all cases:</p> <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 	School website	Printing cost 10p per sheet
Performance management policy and procedures adopted by the governing body.	School website	Printing cost 10p per sheet
Performance data or a direct link to it	School website	Printing cost 10p per sheet
The school's future plans; for example, proposals for any consultation on the future of the school, such as a change in status	Hard Copy available from school office/minutes from Governors' Meetings available on website	Printing cost 10p per sheet
Safeguarding and child protection	School website	Printing cost 10p per sheet

Freedom of Information

Guide to information available from Arnside National CofE School under the model publication scheme

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) School website	Printing cost 10p per sheet
Admissions policy	School website	Printing cost 10p per sheet
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).	School website	Printing cost 10p per sheet

Freedom of Information

Guide to information available from Arnside National CofE School under the model publication scheme

<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 English government. These will include policies and procedures for handling information requests.</p>	<p>(hard copy or website)</p> <p>School website</p>	<p>Printing cost 10p per sheet</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>School website/hard copies available in school</p>	<p>Printing cost 10p per sheet</p>
<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> <p>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>School website</p>	<p>Printing cost 10p per sheet</p>

Freedom of Information

Guide to information available from Arnside National CofE School under the model publication scheme

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	Printing cost 10p per sheet
Curriculum circulars and statutory instruments	hard copy or website; some information may only be available by inspection	Printing cost 10p per sheet
Disclosure logs	hard copy or website; some information may only be available by inspection	Printing cost 10p per sheet
Asset register	hard copy or website; some information may only be available by inspection	Printing cost 10p per sheet
Any information the school is currently legally required to hold in publicly available registers	hard copy or website; some information may only be available by inspection	Printing cost 10p per sheet

Freedom of Information

Guide to information available from Arnside National CofE School under the model publication scheme

<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)	Printing cost 10p per sheet
Extra-curricular activities	hard copy or website; some information may only be available by inspection	Printing cost 10p per sheet
Out of school clubs	hard copy or website; some information may only be available by inspection	Printing cost 10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	hard copy or website; some information may only be available by inspection	Printing cost 10p per sheet
School publications, leaflets, books and newsletters	hard copy or website; some information may only be available by inspection	Printing cost 10p per sheet

SCHEDULE OF CHARGES

Freedom of Information

Guide to information available from Arnside National CofE School under the model publication scheme

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 @20p 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