


Arnside National C of E School

Freedom of information policy

Issue No	Author	Date approved	Review date	Name	Position	Authorised signature
1	Governing Body	November 2016	November 2017	I Dudley	Chair	
2	Governing Body					
3	Governing Body					
4	Governing Body					
5	Governing Body					
6	Governing Body					

Freedom of Information Policy
Guide to information available from Arnside National Church Of England School
under the model publication scheme

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	Hard copy or available on school website	Printing costs 10p per sheet
Who's who in the school	School website	Printing costs 10p per sheet
Who's who on the governing body and the basis of their appointment	School website	Printing costs 10p per sheet
Instrument of Government	School website, hard copy in school	Printing costs 10p per sheet
Contact details for the Headteacher and for the governing body	School website	Printing costs 10p per sheet
Staffing structure	School website	Printing costs 10p per sheet
School session times and term dates	School website	Printing costs 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 or available on school website	Printing costs 10p per sheet
Annual budget plan and financial statements	School website	Printing costs 10p per sheet
Capitalised funding	School website	Printing costs 10p per sheet
Additional funding	School website	Printing costs 10p per sheet
Procurement and projects	School website	Printing costs 10p per sheet
Pay policy	School website	Printing costs 10p per sheet
Staffing and grading structure	School website	Printing costs 10p per sheet
Governor allowances	School website	Printing costs 10p per sheet
Class 3 – What our priorities are and how we are doing Strategies, plans, performance indicators, audits, inspections and reviews. Current information as a minimum	Hard copy or available on school website	Printing costs 10p per sheet
The latest Ofsted report - Summary - Full report - Dashboard data	School website	Printing costs 10p per sheet
Performance management policy and procedures adopted by the governing body	School website	Printing costs 10p per sheet
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	Hard copy or available on school website	Printing costs 10p per sheet
Admissions policy/decisions (not individual admission decisions)	School website	Printing costs 10p per sheet
Agendas of meetings of the governing body and its committees	Hard copy or available on school website	Printing costs 10p per sheet
Minutes of meetings (as above) – NB this will exclude information deemed confidential to the meeting	Hard copy or available on school website	Printing costs 10p per sheet
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	Hard copy or available on school website	Printing costs 10p per sheet
School policies including: • Charging and remissions policy • Health and Safety	Hard copy or available on school website	Printing costs 10p per sheet

<ul style="list-style-type: none"> Complaints procedure Staff conduct policy Discipline and grievance policies Equality policy Staff recruitment policies 		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> Curriculum Sex and relationship education Special educational needs Accessibility Equality Collective worship Pupil discipline 	Hard copy or available on school website	Printing costs 10p per sheet
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention destruction and archive policies Data protection (including information sharing policies) 	Hard copy	Printing costs 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy some information may only be available by inspection	Printing costs 10p per sheet
Curriculum circulars and statutory instruments	Hard copy some information may only be available by inspection	Printing costs 10p per sheet
Disclosure logs	Hard copy some information may only be available by inspection	Printing costs 10p per sheet
Asset register	Hard copy some information may only be available by inspection	Printing costs 10p per sheet
Any information the school is currently legally required to hold in publicly	Hard copy some information may only be available by inspection	Printing costs 10p per sheet
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 available on school website	Printing costs 10p per sheet
Extra-curricular activities	Hard copy or available on school website	Printing costs 10p per sheet
Out of school clubs	Hard copy or available on school website	Printing costs 10p per sheet
School publications	Hard copy or available on school website	Printing costs 10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy or available on school website	Printing costs 10p per sheet
Leaflets books and newsletters	Hard copy or available on school website	Printing costs 10p per sheet

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 incurred
	Photocopying/printing @20p per sheet (colour)	Actual cost incurred
	Postage as Royal Mail standard charges at time of posting Large letter costs may apply	Actual cost of Royal Mail standard 2nd class
Statutory fee		Statutory Fee In accordance with the relevant legislation (quote the actual statute)