

FREEDOM OF INFORMATION

GUIDE TO INFORMATION AVAILABLE FROM
PUBLICATION SCHEME

CLEWER GREEN CE (AIDED) FIRST SCHOOL

UNDER THE MODEL

CLASS 1 – WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts)

This will be current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)
Who's who in the school	On Board in Reception
Who's who on the Governing Body and the basis of their appointment	On Board in Reception / Website
Instrument of Government	Hard Copy
Contact details for the Headteacher and for the Governing Body (named contact where possible with telephone number and email address (if used))	Hard Copy / Website
School prospectus	Hard Copy / Website
Staffing structure	Hard Copy / Website
School session times and term dates	Hard Copy / Website

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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

Information to be Published	How the Information can be obtained (hard copy and/or website)
Annual budget plan and financial statements	Hard Copy
Capitalised funding	Hard Copy
Additional funding	Hard Copy
Procurement and projects	Hard Copy
Pay policy	Hard Copy
Staffing and grading structure	Hard Copy
Governors' allowances	Governor Minutes

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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

Information to be Published	How the Information can be obtained (hard copy and/or website)
School profile: <ul style="list-style-type: none">• Government supplied performance data• The latest Ofsted report<ul style="list-style-type: none">– Summary– Full report	Hard Copy / Website
Performance management policy and procedures adopted by the Governing Body	Hard Copy
School's future plans	Hard Copy

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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

Information to be Published	How the Information can be obtained (hard copy and/or website)
Admissions policy/decisions (not individual admission decisions)	Hard Copy / Website
Agendas of meetings of the Governing Body and (if held) its sub-committees	Hard Copy
Minutes of meetings (as above) NB: this will excluded information that is properly regarded as private to the meetings	Hard Copy

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CLASS 5 – OUR POLICIES AND PROCEDURES

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies 	Both Both Both Hard Hard Hard Both Both
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Special Educational Needs 	Both Both Both
<ul style="list-style-type: none"> • Accessibility • Race equality 	Both See Accessibility

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Information to be Published	How the Information can be obtained (hard copy and/or website)
<ul style="list-style-type: none"> • Collective worship • Pupils discipline 	<p>Both</p> <p>See Behaviour Policy - both</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>RBWM</p> <p>Both</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>Both</p>

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CLASS 6 – LISTS AND REGISTERS

Currently maintained lists and registers only

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)
Curriculum circulars and statutory instruments	Available upon request
Disclosure logs	Available upon request
Asset register	Available upon request
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Available upon request

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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

Information to be Published	How the Information can be obtained (hard copy and/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
ADDITIONAL INFORMATION This will provide schools with the opportunity to publish information that is not itemised in the lists above	

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Contact Details:

Clewer Green First School Hatch Lane Windsor SL4 3RL 01753 864554

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 @ 5p per sheet (black and white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	£25 for information gathering that exceeds reasonable expectations	Agreed by the Governors
Other		

* the actual cost incurred by the public authority