



St. Nicholas C of E Primary School

Guide to Information Available from the School Under the Model Freedom of Information Act Publication Scheme

Our Vision Statement

“To maximise the learning potential of every pupil within the love of God.”

Date reviewed:	May 2019
Reviewed by:	R. Younger
Approved by Headteacher:	June 2019
Date of next review:	Summer 2022

Information description	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who's who in the school	Website Hard copy	Free 5p/sheet
Who's who on the governing body and the basis of their appointment, and details of how to contact them	Website Hard copy	Free 5p/sheet
Instrument of Government	Website Hard copy	Free 5p/sheet
School prospectus	Website Hard copy	Free 5p/sheet
Staffing structure	Website Hard copy	Free 5p/sheet
School session times and term dates	Website Hard copy	Free 5p/sheet
Address of school and contact details, including email address	Website Hard copy	Free 5p/sheet
Class 2 – What we spend and how we spend it (current & previous financial year)		
Annual budget plan and financial statements	Hard copy	5p/sheet
Capital funding	Hard copy	5p/sheet
Financial audit reports	Hard copy	5p/sheet
Details of expenditure items over £5000	Hard copy	5p/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 (e.g. a local authority or diocese)	Hard copy	5p/sheet
Pay policy	Hard copy	5p/sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (those whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard copy	5p/sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	5p/sheet
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Hard copy	5p/sheet
Class 3 – What our priorities are and how we are doing		
School profile: <ul style="list-style-type: none"> • Performance data supplied to the government • Latest Ofsted report • Post-inspection action plan 	Website Hard copy	Free 5p/sheet
Performance management policy and procedures adopted by the governing body	Hard copy	5p/sheet

The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website Hard copy	Free 5p/sheet
Safeguarding and child protection	Website Hard copy	Free 5p/sheet
Class 4 – How we make decisions (current & previous three years)		
Admissions policy/decisions (not individual decisions)	Website Hard copy	Free 5p/sheet
Agendas and minutes of meetings of the governing body and its committees (excluding information that is properly regarded as private to the meetings)	Hard copy	5p/sheet
Class 5 – Our policies and procedures (current information only)		
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 	Website Hard copy	Free 5p/sheet
Equality and diversity policies	Website Hard copy	Free 5p/sheet
Charging regimes and policies	Website Hard copy	Free 5p/sheet
Class 6 – Lists and Registers (current lists & registers only, not including the attendance register)		
Curriculum circulars and statutory instruments	Hard copy	5p/sheet
Disclosure logs	Hard copy	5p/sheet
Asset register	Hard copy	5p/sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy	5p/sheet
Class 7 – The services we offer (current information only)		
Extra-curricular activities	Website Hard copy	Free 5p/sheet
Out of school clubs	Website Hard copy	Free 5p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Website Hard copy	Free 5p/sheet
School publications, leaflets, books and newsletters	Website Hard copy	Free 5p/sheet

Schedule of Charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white) or 6p per sheet (colour) Postage	Actual cost to the school Actual cost of Royal Mail standard 2 nd class