



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

We prepare every pupil for their best future by ensuring they reach their full potential and attain the knowledge, skills and understanding required for success as we believe that 'With God, all things are possible'. Matthew 19:26



Date reviewed:	August 2022
Reviewed by:	R. Younger
Approved by Headteacher:	August 2022
Date of next review:	Summer 2025

Information description	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Information about us: our structures, locations and contacts.		
Address of school and contact details, including email address	Website/email Hard copy	Free 2p/sheet
Who's who in the school	Website/email Hard copy	Free 2p/sheet
Who's who on the governing body and the basis of their appointment, and details of how to contact them	Website/email Hard copy	Free 2p/sheet
Instrument of Government	Website/email Hard copy	Free 2p/sheet
School prospectus	Website/email Hard copy	Free 2p/sheet
School session times and term dates	Website/email Hard copy	Free 2p/sheet
Class 2 – What we spend and how we spend it (current & previous financial year)		
Annual budget plan and financial statements	Hard copy	2p/sheet
Capital funding	Hard copy	2p/sheet
Financial audit reports	Hard copy	2p/sheet
Details of expenditure items over £5000	Hard copy	2p/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	2p/sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories	Hard copy	2p/sheet
Staffing, pay and grading structure. As a minimum the pay information will include salaries for senior staff in bands of £5,000; for other posts, by salary range.	Hard copy	2p/sheet
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Website/email (policy only) Hard copy	Free 2p/sheet
Details of any premiums we receive such as Pupil Premium	Website/email Hard copy	Free 2p/sheet
Class 3 – What our priorities are and how we are doing (current year)		
Strategies and plans, performance indicators, audits, inspections and reviews		
Latest Ofsted and SIAMS reports: <ul style="list-style-type: none"> • Full report • Post-inspection action plan 	Website/email Hard copy	Free 2p/sheet
Exam and assessment results	Website/email Hard copy	Free 2p/sheet

Performance tables	Website/email Hard copy	Free 2p/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/email Hard copy	Free 2p/sheet
Data protection impact assessments or any other impact assessment as appropriate and relevant	Hard copy	2p/sheet
Class 4 – How we make decisions (current & previous three years)		
Admissions policy/decisions (not individual decisions)	Website/email Hard copy	Free 2p/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	2p/sheet
Class 5 – Our policies and procedures (current information only)		
School policies and other documents such as behaviour policy, values and vision statement, etc.	Website/email Hard copy	Free 2p/sheet
Safeguarding and child protection policy	Website/email Hard copy	Free 2p/sheet
Equality and diversity	Website/email Hard copy	Free 2p/sheet
Policies and procedures relating to recruitment and human resources	Website/email (some documents) Hard copy	Free 2p/sheet
Special educational needs	Website/email Hard copy	Free 2p/sheet
Customer service and complaints procedures, including those covering handling request for information and operating the publication scheme	Website/email Hard copy	Free 2p/sheet
Pay policy	Hard copy	2p/sheet
Records management and data protection policies and procedures	Website/email Hard copy	Free 2p/sheet
Charging and remissions policy	Website/email Hard copy	Free 2p/sheet
Class 6 – Lists and Registers (current lists & registers only, not including the attendance register)		
Curriculum circulars and statutory instruments	Hard copy	2p/sheet
Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy	2p/sheet
Disclosure logs	Hard copy	2p/sheet
Asset register	Hard copy	2p/sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy	2p/sheet
Class 7 – The services we offer (current information only)		
Extra-curricular activities	Website/email Hard copy	Free 2p/sheet
Out of school clubs	Website/email Hard copy	Free 2p/sheet

Services for which the school is entitled to recover a fee, together with those fees	Hard copy	2p/sheet
School publications, leaflets, books and newsletters	Website/email Hard copy	Free 2p/sheet

Schedule of Charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 2p per sheet Postage	Actual cost to the school Actual cost of Royal Mail standard 2 nd class