

# Freedom of Information

## Guide to information available from St Nicholas School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)  Website	
Who's who in the school	Website	
Who's who on the governing body and the basis of their appointment	On display in school/website	
Instrument of Government	Hard copy available from Clerk of Governors	10p per sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website, display board	
School prospectus	Hard copy available from office/Website	
Annual Report	Hard copy available from Clerk of Governors	10p per sheet
Staffing structure	Website	
School session times and term dates	Newsletter Website	

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<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website) Hard copy from minutes of Finance sub-committee via the Governing body	
Annual budget plan and financial statements	Hard copy from Clerk of Governors	
Capitalised funding	Hard copy from Clerk of Governors	
Additional funding	Hard copy from Clerk of Governors	
Procurement and projects	Hard copy from Clerk of Governors	
Pay policy	Website	
Staffing and grading structure	Website	
Governors' allowances	Website	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website) School Development Plan Hard copy from office	10p per sheet
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website	
Performance management policy and procedures adopted by the governing	Website	

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Schools future plans	School Development Plan	
Every Child Matters – policies and procedures	Website	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website) Minutes of Finance meetings	
Admissions policy/decisions (not individual admission decisions)	Prospectus	
Agendas of meetings of the governing body and (if held) its sub-committees	Clerk of Governors	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Clerk of Governors	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website) Website	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> </ul>	Website	

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<ul style="list-style-type: none"> <li>• Staff recruitment policies</li> </ul>		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	website	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Website	
<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>	Hard Copy via school office	10p per sheet
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Available by inspection</p>	

## Freedom of Information

Curriculum circulars and statutory instruments	Government Website	
Disclosure logs	Any Freedom of Information requests via Assistant Head	
Asset register	On request	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Website	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)  Website/leaflets	
Extra-curricular activities	Website/leaflets	
Out of school clubs	Website/leaflets	
School publications	Prospectus, school newsletter	
Services for which the school is entitled to recover a fee, together with those fees	Governor Finance committee minutes	
Leaflets books and newsletters	Hard copy/Website	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

**\* the actual cost incurred by the public authority**