

FREEDOM OF INFORMATION

GUIDE TO INFORMATION AVAILABLE FROM THORNDOWN PRIMARY SCHOOL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the School	Hard Copy/Website	TBA
Who's who on the Governing Body and the basis of their appointment	Hard Copy	TBA
Instrument of Government	Hard Copy	TBA
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))	Hard Copy/Website	TBA
School Prospectus	Website	TBA
Staffing structure	Website	TBA
School session times and term dates	Hard Copy/Website	TBA

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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		
Annual budget plan and financial statements	Hard Copy	TBA
Capitalised funding	Hard Copy	TBA
Additional funding	Hard Copy	TBA
Procurement and projects	Hard Copy	TBA
Pay policy	Hard Copy	TBA
Staffing and grading structure	Hard Copy	TBA
Governors' allowances	Hard Copy	TBA

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<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 and/or Website	TBA
Performance Management Policy and procedures adopted by the Governing Body.	Hard Copy	TBA
Schools future plans	Hard Copy	TBA

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<p align="center">Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p align="center">Current and previous three years as a minimum</p>		
Admissions Policy/decisions (not individual admission decisions)	Hard Copy and/or Website	TBA
Agendas of meetings of the Governing Body and (if held) its sub-committees	Hard Copy	TBA
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard Copy	TBA

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<p align="center">Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p align="center">Current information only</p>		
<p>School policies including:</p> <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 • Staff Recruitment Policies 	Hard Copy and/or Website	TBA
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-School Agreement • Curriculum • Sex Education • Special Educational Needs • Accessibility Plan • Race Equality 	Hard Copy and/or Website	TBA

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<ul style="list-style-type: none"> • Collective Worship • Pupil Discipline or Behaviour 	Hard Copy and/or Website	
Records Management and Personal Data policies, including <ul style="list-style-type: none"> • Information Security Policies • Records Retention Destruction & Archive Policies • Data Protection (including information sharing policies) 	Hard Copy and/or Website	TBA
Charging regimes and policies. 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.	Hard Copy and/or Website	TBA

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<p align="center">Class 6 – Lists and Registers</p> <p align="center">Currently maintained lists and registers only</p>		
Curriculum circulars and statutory instruments	Hard Copy	TBA
Disclosure logs	Hard Copy	TBA
Asset register	Hard Copy	TBA
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy	TBA

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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		
Extra-curricular activities	Hard Copy/Website	TBA
Out of school clubs	Hard Copy/Website	TBA
School publications	Hard Copy	TBA
Services for which the School is entitled to recover a fee, together with those fees	Hard Copy	TBA
Leaflets books and newsletters	Hard Copy/Website	TBA

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Any Other Policies (not listed above)	Hard Copy and/or Website	TBA

Contact details: Mrs L Williams, Headteacher
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St Ives
PE27 6SE
Tel: 01480 375103
Fax: 01480 375104
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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 15p per sheet (black & white)	Actual cost + time, electricity, toner and paper
	Photocopying/printing @ 50p per sheet (colour)	Actual cost + time, electricity, toner and paper
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority