



Freedom of Information Publication Scheme

Guide to information available from **Simonside Primary School** under the model publication scheme

Information to be published. This includes datasets where applicable.	How the information can be obtained	Cost
Class 1- Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> <i>Only current information will be made available</i>		
Who's who in the school	School Website	free
Who's who on the governing body / board of governors and the basis of their appointment	School Website	free
Instrument of Government / Articles of Association	School Website	free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website/	free
School prospectus	Hard Copy & School Website	free
Annual Report	School Website – Governor Section	free
Staffing structure	Hard Copy	free
School session times and term dates	School Website	free
Address of school and contact details, including email address.	School Website/	free

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Class 2- What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>		
Annual budget plan and financial statements	Hard Copy	free
Capital Funding	Hard Copy	free
Financial audit reports	Hard Copy	free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	free
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 (for example, a local authority or diocese).	Hard Copy	free
Pay policy	Hard Copy	free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard Copy	free
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard Copy	free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	free

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Class 3- What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits inspections and reviews)</i> <i>Current information as a minimum</i>		
School profile (if any) And in all cases: Performance data supplied to the English Government, or a direct link to the data	School Website	free
The latest Ofsted Inspectorate report - Summary - Full report	School Website	free
Performance management policy and procedures adopted by the governing body.	Hard Copy	free
Performance data or a direct link to it	School Website	free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard Copy	free
Safeguarding and child protection	School Website	free

Information to be published. This includes datasets where applicable.	How the information can be obtained	Cost
Class 4- How do we make decisions. <i>(Decisions making processes and records of decisions)</i> <i>Current and previous 3 years as a minimum</i>		
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website	free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy	free

Information to be published. This includes datasets where applicable.	How the information can be obtained	Cost
<p>Class 5- Our policies and procedures</p> <p><i>(current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <p><i>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or English government. These will include policies and procedures for handling information requests</i></p>		
<p>Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)</p>	<p>Hard Copy</p>	<p>free</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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p>Hard Copy & School Website</p>	<p>free</p>

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 6- Lists and Registers <i>Currently maintained lists and registers only (this does not include the attendance register)</i>		
Curriculum circulars and statutory instruments	Hard Copy & School Website	free
Disclosure logs	Hard Copy	free
Asset register	Hard Copy	free
Any information the school is currently legally required to hold in publicly available registers	Hard Copy & School Website	free

Information to be published. This includes datasets where applicable.	How the information can be obtained	Cost
Class 7- The Services we offer <i>(Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i>		
Extra-curricular activities	Hard Copy & School Website	free
Out of school clubs	Hard Copy & School Website	free
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy & School Website	free
School publications, leaflets, books and newsletters	Hard Copy & School Website	free