**Freedom of Information**

Guide to information available from **Helen Gibson and Clervaux Nursery Schools** under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document “How to complete the Guide to Information for Schools”.

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| **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 1- Who we are and what we do**  *(Organisational information, structures, locations and contacts)*  *This will be current information only* | *Hard Copy & School Website* | Printing costs - £100 per year however no charge to parent as school pays |
| Who’s who in the school | *Hard Copy & School Website* | As above |
| Who’s who on the governing body / board of governors and the basis of their appointment | *Hard Copy & School Website* | Minimal costs linked to printing the document as and when asked – 10p per copy |
| Instrument of Government / Articles of Association | *School Website* | NIL |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | *Hard Copy & School Website* | Minimal costs e.g. if a parent asks for a copy of the complaints procedure etc – 10p per copy |
| School prospectus (if any) | *Hard Copy & School Website* | A copy is given to every new starter - £100 printing costs – no charge to parent as school pays |
| Annual Report (if any) | *School Website* | NIL |
| Staffing structure | *Hard Copy* | Printing costs if asked will be minimal – 10p per copy |
| School session times and term dates | *Hard Copy & School Website* | Attached to the prospectus - £100 per year as all parents get one – no charge to parent |
| Address of school and contact details, including email address. | *Hard Copy & School Website* | 10p per requested copy |

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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* | *Hard Copy* | 10p per copy if requested |
| Annual budget plan and financial statements | *Hard Copy* | 10p per copy if requested |
| Capital Funding | *Hard Copy* | 10p per copy if requested |
| Financial audit reports | *Hard Copy* | 50p per copy if requested |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | *Hard Copy* | 10p per copy if requested |
| 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* | 10p per copy if requested |
| Pay policy | *Hard Copy* | 10p per copy if requested |
| 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* | 10p per copy if requested |
| 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* | 10p per copy if requested |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors. | *Hard Copy* | 10p per copy if requested |

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| **Class 3- What our priorities are and how we are doing**  *(Strategies and plans, performance indicators, audits inspections and reviews)*  *Current information as a minimum* | *Hard Copy & School Website* | 50p per copy if requested |
| School profile (if any)    And in all cases:    Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data | *Not Applicable* | We do not produce performance data |
| The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report    Post-inspection action plan | *School Website* | NIL |
| Performance management policy and procedures adopted by the governing body. | *Hard Copy* | 10p per copy if requested |
| Performance data or a direct link to it | *Not Applicable* |  |
| 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* | 50p per copy if requested |
| Safeguarding and child protection | *Hard Copy & School Website* | 10p per copy if requested |

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| **Class 4- How do we make decisions.**  *(Decisions making processes and records of decisions)*  *Current and previous 3 years as a minimum* | *Hard Copy* | 50p per copy if requested |
| Admissions policy/decisions (not individual admission decisions) – where applicable | *School Website* | NIL |
| 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* | 50p per copy if requested |

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| **Class 5- Our policies and procedures**  *(current written protocols, polices and procedures for delivering our services and responsibilities)*  *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 by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.* | *Hard Copy & School Website* | 10p – 50p per copy if requested depending on size of document |
| Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies) | *Hard Copy & School Website* | 10p per copy if requested |
| 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. 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”). | *Hard Copy & School Website* | 10p per copy if requested |

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| **Class 6- Lists and Registers**  *Currently maintained lists and registers only (this does not include the attendance register)* | *Hard Copy* | 50p per copy if requested |
| Curriculum circulars and statutory instruments | *Hard Copy & School Website* | 10p per copy if requested |
| Disclosure logs | *Hard Copy* | 50p per copy if requested |
| Asset register | *Hard Copy* | 50p per copy if requested |
| Any information the school is currently legally required to hold in publicly available registers | *Hard Copy* | 50p per copy if requested |

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| **Class 7- The Services we offer**  *(Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses)*  *Current information only* | *Hard Copy & School Website* | 10p per copy if requested |
| Extra-curricular activities | *School Website* | NIL |
| Out of school clubs | *Hard Copy & School Website* | Cost to school |
| Services for which the school is entitled to recover a fee, together with those fees | *Hard Copy* | 10p per copy if requested |
| School publications, leaflets, books and newsletters | *Hard Copy & School Website* | School incurs all charges |