



Oxclose Community Nursery School
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Freedom of Information

Guide to information available from Oxclose Community Nursery School under the model publication scheme

	How the information can be obtained	Cost
Who's who in the school	<i>Hard Copy & School Website</i>	10p per sheet for hard copy
Who's who on the governing body / board of governors and the basis of their appointment	<i>Hard Copy & School Website</i>	10p per sheet for hard copy
Instrument of Government / Articles of Association	<i>Hard Copy</i>	10p per sheet for hard copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<i>Hard Copy & School Website</i>	10p per sheet for hard copy
School prospectus (if any)	<i>School Website</i>	
Annual Report (if any)	n/a	
Staffing structure	<i>Hard Copy</i>	10p per sheet for hard copy
School session times and term dates	<i>Hard Copy & School Website</i>	10p per sheet for hard copy
Address of school and contact details, including email address.	<i>Hard Copy & School Website</i>	10p per sheet for hard copy
Annual budget plan and financial statements	<i>Hard Copy</i>	10p per sheet for hard copy



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Capital Funding	<i>Hard Copy</i>	10p per sheet for hard copy
Financial audit reports	<i>Hard Copy</i>	10p per sheet for hard copy
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	<i>Hard Copy</i>	10p per sheet for hard copy
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).	<i>Hard Copy</i>	10p per sheet for hard copy
Pay policy	<i>Hard Copy</i>	10p per sheet for hard copy
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	n/a	
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.	<i>Hard Copy</i>	10p per sheet for hard copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	n/a	
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	<i>Hard Copy</i>	10p per sheet for hard copy
The latest Ofsted - Summary - Full report Post-inspection action plan	<i>Hard Copy & School Website</i>	10p per sheet for hard copy



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Performance management policy and procedures adopted by the governing body.	<i>Hard Copy</i>	10p per sheet for hard copy
Performance data or a direct link to it	n/a	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	n/a	
Safeguarding and child protection	<i>Hard Copy & School Website</i>	10p per sheet for hard copy
Admissions policy/decisions (not individual admission decisions) – where applicable	<i>Hard Copy & School Website</i>	10p per sheet for hard copy
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).	<i>Hard Copy</i>	10p per sheet for hard copy
Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)	<i>Hard Copy</i>	10p per sheet for hard copy
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").	<i>Hard Copy & School Website</i>	10p per sheet for hard copy
Curriculum circulars and statutory instruments	n/a	
Disclosure logs	<i>Hard Copy</i>	10p per sheet for hard copy



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Asset register	<i>Hard Copy</i>	10p per sheet for hard copy
Any information the school is currently legally required to hold in publicly available registers	n/a	
Extra-curricular activities	<i>Hard Copy & School Website</i>	10p per sheet for hard copy
Out of school clubs	<i>Hard Copy & School Website</i>	10p per sheet for hard copy
Services for which the school is entitled to recover a fee, together with those fees	n/a	
School publications, leaflets, books and newsletters	<i>Hard Copy & School Website</i>	10p per sheet for hard copy
<p>Schedule of Charges</p> <p><i>This describes how the charges (costs in this document) have been arrived at and should be published as part of this guide.</i></p>		
<p>Type of charge – Costs to school</p>	<p>Description – photocopying or printing costs. Postage if necessary</p>	<p>Basis of Charge – Charges are based on current printing costs of leased machinery. If necessary, the cost of postage will be applied to the hard copy charges. Postage will be charged to the current rate of 1st class Royal Mail</p>



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