

Freedom of Information: Guide to information available from Bow Community Primary School under the model publication scheme

PART TWO

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 This will be current information only		
Who's who in the school	Website	Free
Who's who on the board of governors and the basis of their appointment	Website	Free
Instrument of Government	Hardcopy	10p per sheet
Contact details for the Head teacher and for the governing body, via the school.	Website	Free
School prospectus	Website	Free

Freedom of Information: Guide to information available from Bow Community Primary School under the model publication scheme

Annual Report	Not applicable	
Staffing structure	Hard copy	10p per sheet
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free
Class 2 – What we spend and how we spend it Current and previous financial year		
Annual budget plan and financial statements	Hard copy	10p per sheet
Capital funding	Hard copy	10p per sheet
Financial audit reports	Hard copy	10p per sheet
Details of expenditure items over £2000	Hard copy	10p per sheet

Freedom of Information: Guide to information available from Bow Community Primary School under the model publication scheme

Procurement and contracts the school has entered into, or information relating to information held by an organisation which has done so on its behalf (for example, a local authority).	Hard copy	10p per sheet
Pay policy	Hard copy	10p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (where basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	10p per sheet
Staffing, pay and grading structure. The pay information will include salaries for senior staff in bands of £10,000; for more junior posts, by salary range.	Hard copy	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	10p per sheet

Freedom of Information: Guide to information available from Bow Community Primary School under the model publication scheme

Class 3 – What our priorities are and how we are doing		
Current information		
School Profile		
Performance data supplied to the Government	Hard copy	10p per sheet
The latest Ofsted report - Summary - Full report	Website	Free
Post-inspection action plan	Hard copy	10p per sheet
Performance management policy and procedures adopted by the governing body.	Hard copy	10p per sheet
Performance data	Hard copy	10p per sheet

Freedom of Information: Guide to information available from Bow Community Primary School under the model publication scheme

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	10p per sheet
Safeguarding and child protection	Website	Free
Class 4 – How we make decisions Current and previous three years		
Admissions policy/decisions (not individual admission decisions)	Hard copy	10p per sheet
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	10p per sheet

Freedom of Information: Guide to information available from Bow Community Primary School under the model publication scheme

<p>Class 5 – Our policies and procedures</p> <p>Current information only.</p> <p>Policies, procedures and documents that the school is required to have by statute, or by the government. These will include policies and procedures for handling information requests.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy	10p per sheet
<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.</p>	Hard copy	10p per sheet

Freedom of Information: Guide to information available from Bow Community Primary School under the model publication scheme

Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy	10p per sheet
Disclosure logs	Hard copy	10p per sheet
Asset register	Hard copy	10p per sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy	10p per sheet

Freedom of Information: Guide to information available from Bow Community Primary School under the model publication scheme

Class 7 – The services we offer		
Current information only		
Extra-curricular activities	Website and Newsletter	Free
Out of school clubs	Website and Newsletter	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	10p per sheet
School publications, leaflets, books and newsletters	Web site Hard copy	Free 10p per sheet

Freedom of Information: Guide to information available from Bow Community Primary School under the model publication scheme

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	
Other	None	

* the actual cost incurred by the public authority