

Freedom of Information

Guide to information available from Tredington Primary School under the model publication scheme – Reviewed September 2018

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.

Information to be published. This includes datasets where applicable.	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	hard copy and school website
Who's who in the school	hard copy and school website

Freedom of Information

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Who's who on the governing body / board of governors and the basis of their appointment	hard copy and school website
Instrument of Government / Articles of Association	Hard copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	hard copy and school website
School prospectus (if any)	hard copy and school website
Staffing structure	hard copy and school website
School session times and term dates	hard copy and school website
Address of school and contact details, including email address.	hard copy and school website

Freedom of Information

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has	Hard copy

Freedom of Information

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done so on its behalf (for example, a local authority or diocese).	
Pay policy	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.	Hard copy
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
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy

Freedom of Information

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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>	<p>Hard copy</p>
<p>In all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Hard copy and Website</p>

Freedom of Information

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Performance management policy and procedures adopted by the governing body.	Hard copy
Performance data or a direct link to it	Hard copy and website
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
Safeguarding and child protection	Hard copy and website
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy
Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy and website

Freedom of Information

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<p>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).</p>	<p>Hard copy</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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</p>	<p>Hard copy and website</p>

Freedom of Information

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Act 1998.	
<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 and website
<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.</p> <p>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</p>	Hard copy and website

Freedom of Information

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complete the Guide to information”).	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Hard copy
Curriculum circulars and statutory instruments	Hard copy
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance	Hard copy and website

Freedom of Information

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and newsletters produced for the public and businesses)	
Current information only	
Extra-curricular activities	Hard copy and website
Out of school clubs	Hard copy and website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy and website
School publications, leaflets, books and newsletters	Hard copy and website
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	

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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 @ 3p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* *the actual cost incurred by the school*