

Freedom of Information

Guide to information available from Ursula Taylor C of E School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	Website and /or hard copy	hard copy - cost of postage and copying
Who's who on the governing body / board of governors and the basis of their appointment	Website and / or hard copy	hard copy - cost of postage and copying
Articles of Association	Website and / or hard copy	hard copy - cost of postage and copying
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website and / or hard copy	hard copy - cost of postage and copying
School Brochure	Website and / or hard copy	hard copy - cost of postage and copying

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Staffing structure	Website and / or hard copy	hard copy - cost of postage and copying
School session times and term dates	Website and / or hard copy	hard copy - cost of postage and copying
Address of school and contact details, including email address.	Website	
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		
Annual budget plan and financial statements - accounts	Website and/or hard copy	hard copy - cost of postage and copying
Capital funding - accounts	Website and/or hard copy	hard copy - cost of postage and copying
Financial audit reports - accounts	Website and / or hard copy	hard copy - cost of

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		postage and copying
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	FOIA request	hard copy - cost of postage and copying
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).	FOIA request	hard copy - cost of postage and copying
Pay policy	FOIA request	hard copy - cost of postage and copying
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	

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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.	FOIA request / Accounts	hard copy - cost of postage and copying
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	FOIA request	hard copy - cost of postage and copying
<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>And in all cases:</p> <ul style="list-style-type: none"> Performance data supplied to the English Government, 	Website / FOIA request	hard copy - cost of postage and copying

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<p>or a direct link to the data</p> <ul style="list-style-type: none"> The latest Ofsted report - Full report Post-inspection action plan 	<p>Website / hard copy</p> <p>FOIA request</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>FOIA request</p>	<p>hard copy - cost of postage and copying</p>
<p>Performance data or a direct link to it</p>	<p>Website or FOIA request</p>	<p>hard copy - cost of postage and copying</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Website or hard copy</p>	<p>hard copy - cost of postage and copying</p>
<p>Safeguarding and child protection</p>	<p>Website or hard copy</p>	<p>hard copy - cost of postage and copying</p>

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website or hard copy</p>	<p>hard copy - cost of postage and copying</p>
<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>hard copy - cost of postage and copying</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 English</p>		

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government. These will include policies and procedures for handling information requests.		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Website or hard copy	hard copy - cost of postage and copying
Charging regimes and policies.	FOIA request	hard copy - cost of postage and copying
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	FOIA request and website	hard copy - cost of postage and copying
Disclosure logs	FOIA request – inspection only	
Asset register	Website – hard copy	hard copy - cost of

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		postage and copying
Any information the school is currently legally required to hold in publicly available registers	FOIA request Some items will be Inspection only	hard copy - cost of postage and copying
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Extra-curricular activities	Hard copy or website	hard copy - cost of postage and copying
Out of school clubs	Hard copy or website	hard copy - cost of postage and copying
Services for which the school is entitled to recover a fee, together with those fees	FOIA request	hard copy - cost of postage and copying

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School publications, leaflets, books and newsletters	Hard copy or website	hard copy - cost of postage and copying
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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 @ 1p per sheet (black & white)	Actual cost 0.0038p per copy
	Photocopying/printing @ 1p per sheet (colour)	Actual cost 0.0299p per copy

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	<p>Postage</p> <p>Letters up to 100g 61p 100g 83p 250g £1.32 500g £1.72 750g £2.33 (max) 2.5cm thick</p> <p>Small Parcel 1kg £3 2kg £3 (Max 16cm thick)</p>	<p>Actual cost of Royal Mail standard 2nd class</p> <p>Letters up to 100g 61p 100g 83p 250g £1.32 500g £1.72 750g £2.33 (max) 2.5cm thick</p> <p>Small Parcel 1kg £3 2kg £3 (Max 16cm thick)</p> <p>This information is correct at time of publication.</p>
Statutory Fee	N/A	

* the actual cost incurred by the public authority