



**Courtney Primary School**  
**Nurture, Inspire, Flourish.**

# **Freedom of Information Policy**

**Courtney Primary School**

**Reviewed by:** Deborah Wood

**Date:** January 2019

**Ratified by:** FGB

**Date:** 6<sup>th</sup> February 2019

**Signed by:** Janet Hinchliffe

**Position:** Chair of Governors

**New Review Date:** January 2022

Information to be published.	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	Hard copy/website	
Who's who on the governing body / board of governors and the basis of their appointment	Hard copy/website	
Instrument of Government / Articles of Association	Hard copy/website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy/website	
School prospectus	Hard copy/website	
Annual Report (if any)	N/A	
Staffing structure	Hard copy/website	
School session times and term dates	Hard copy/website	
Address of school and contact details, including email address.	Hard copy/website	

<b>Class 2 – What we spend and how we spend it</b> (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	Hard copy	
Capital funding	Hard copy	
Additional Funding	Hard copy	
Procurement and projects	Hard copy	
Pay Policy	Hard copy	
Staffing, pay and grading structure	Hard copy	
Governors' Allowances	Hard copy	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
<ul style="list-style-type: none"> <li>● Government supplied performance data</li> <li>● The latest Ofsted report</li> </ul>	Website	
Appraisal Policy and procedures adopted by the governing body.	Hard copy	
Schools future plans	Hard copy/website	
Child Protection Policy	Hard copy/website	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions Policy/decisions (not individual admission decisions)	N/A	
Minutes of meetings of the Governing Body. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy in office	



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").		
---	--	--

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Inspection only	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers. <b>(This does not include the Attendance Register)</b>	Hard copy	
<b>Class 7 – The services we offer</b> (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/website	
Out of school clubs	Hard copy/website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
Leaflets, books and newsletters	Hard copy/website	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 0.39p per sheet (black & white)	Actual cost
	Photocopying/printing @ 3.5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority