

## Freedom of Information

### Guide to information available from Duxford C of E Community Primary School under the model publication scheme

School website: [www.duxford.cambs.sch.uk](http://www.duxford.cambs.sch.uk)

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>		
<p>Who's who in the school</p>	<p>School website School noticeboard</p>	<p>Free</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p>School website</p>	<p>Free</p>

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	School noticeboard	
Instrument of Government	Governor file	Photocopying at cost price (PC). See section 5 below.
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website  On request from the school office	Free
Staffing structure	School website	Free
School session times and term dates	School website Parent Handbook	Free
Address of school and contact details, including email address.	School website	Free

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<p><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)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hard copy. Please contact the school office to request an appointment to view in school and/or photocopy	PC
Capital funding	Hard copy. Please contact the school office to request	PC

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	an appointment to view in school and/or photocopy	
Financial audit reports	Hard copy. Please contact the school office to request an appointment to view in school and/or photocopy	PC
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy. Please contact the school office to request an appointment to view in school and/or photocopy	PC
Procurement and contracts the school has entered into, or information relating to an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy. Please contact the school office to request an appointment to view in school and/or photocopy	PC
Pay policy	Hard copy. Please contact	PC

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	the school office to request an appointment to view in school and/or photocopy	
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. Please contact the school office to request an appointment to view in school and/or photocopy	PC
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. Please contact the school office to request an appointment to view in school and/or photocopy	PC
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy. Please contact the school office to request	PC

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<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>Performance data supplied to the Government</li> </ul>	Performance data - hard copy. Please contact the school office to request	PC

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<ul style="list-style-type: none"> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>an appointment to view in school and/or photocopy</p> <p>Ofsted report (2012):  <a href="http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/110798">http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/110798</a></p> <p>Action plan: Hard copy. Please contact the school office to request an appointment to view in school and/or photocopy</p>	<p>PC</p>
<p>Performance management policy and procedures adopted by the</p>	<p>Hard copy. Please contact</p>	

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governing body.	the school office to request an appointment to view in school and/or photocopy	PC
Performance data or a direct link to it	Hard copy. Please contact the school office to request an appointment to view in school and/or photocopy	PC
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Development Plan: Hard copy. Please contact the school office to request an appointment to view in school and/or photocopy	PC
Safeguarding and child protection	Child Protection policy: Hard copy. Please contact the school office to request an	PC



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	appointment to view in school and/or photocopy	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) – where applicable	<a href="https://www.cambridgeshire.gov.uk/admissions">https://www.cambridgeshire.gov.uk/admissions</a>	
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. Please contact the school office to request an appointment to view in school and/or photocopy	PC
<b>Class 5 – Our policies and procedures</b>		

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<p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>School policies include: Charging and Remissions, Health &amp; Safety, Positive Behaviour Management, Special Educational Needs, Sex and Relationship Education, Governors' allowances, Single Equality Policy, Staff Discipline and Grievance, Child Protection, Whistleblowing, Governors' employment policy. Please check with the school for a full list.</p>	<p>Some policies available on school website. For a hard copy please contact the school office to request an appointment to view in school and/or photocopy.</p>	<p>PC</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>Information security policies</li> </ul>	<p>For a hard copy please contact the school office to</p>	<p>PC</p>

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<ul style="list-style-type: none"> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>request an appointment to view in school and/or photocopy.</p>	
<p>Charging regimes and policies.</p>	<p>Charging and Remissions policy – available on the school website.</p> <p>For the provision of information requested under the provisions of this publication scheme, black and white copies will be charged at 10 pence per sheet and colour copies will be charged at 30 pence per</p>	

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	<p>sheet (actual costs to the school). Postal charges will be charged as advised by the Royal Mail on the basis of second class delivery. Once your request has been quantified we will issue you with a fees notice in advance of you receiving any information or documentation from the school. This notice must be paid within three months or we will deem your request to be null and void.</p>	
<p><b>Class 6 – Lists and Registers</b></p>		

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Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Available from the DfE and <a href="http://legislation.gov.uk">legislation.gov.uk</a>	
Disclosure logs	The school does not currently have any disclosure logs.	
Asset register	Available by inspection in school only	Free
Any information the school is currently legally required to hold in publicly available registers	Hard copy. Please contact the school office to request an appointment to view in school and/or photocopy	
<b>Class 7 – The services we offer</b>		

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(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Extra-curricular activities	School website or contact the school office	
Out of school clubs	School website or	
School publications, leaflets, books and newsletters	School website	

### **SCHEDULE OF CHARGES**

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**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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

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\* the actual cost incurred by the public authority