



Petersfield Freedom of Information Appendix 2018

Version	2018 review
Policy Type	External
Discussed by staff	June 18
Approved by the Headteachers	June 18
Adopted by the FGB	Resources, June 18
Next Review	June 2021

Guide to information available from Petersfield Church of England (Aided) Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who’s who in the school	School website	n/a
Who’s who on the governing body / board of governors and the basis of their appointment	School website	n/a
Instrument of Government, including: <ul style="list-style-type: none"> • Name of the school • Category of the school • Name of the governing body • Manner in which the governing body is constituted • Term of office of each category of governor if less than 4 years • Name of any body entitled to appoint any category of governor • Details of any trusts • If the school has a religious character and description of the school’s ethos 	On application to the school office	Photocopy and postage

Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website Village newsletter School notice board	n/a
Staffing structure	School website	n/a
School session times and term dates	School website	n/a
Address of school and contact details, including email address.	School website	n/a
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)	(hard copy and/or website)	
Current and previous financial year as a minimum		
Annual budget plan and financial statements	On request where appropriate	Photocopy and postage
Capital funding	On request where appropriate	Photocopy and postage
Financial audit reports	On request where appropriate	Photocopy and postage
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	On request where appropriate	Photocopy and postage
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).	On request where appropriate	Photocopy and postage
Pay policy	On request where appropriate	Photocopy and postage
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.	On request where appropriate	Photocopy and postage
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.	On request where appropriate	Photocopy and postage
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	On request where appropriate	Photocopy and postage

<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>	(hard copy or website)	
<p>School profile (if any)</p> <p>And 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>School website Ofsted website School office on request</p>	<p>Photocopy and postage</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>On request from school office</p>	<p>Photocopy and postage</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>On request from school office</p>	<p>Photocopy and postage</p>
<p>Safeguarding and child protection policies</p>	<p>School website On request from school office</p>	<p>Photocopy and postage</p>
<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>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>School website</p>	<p>n/a</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>Available on request</p>	<p>n/a</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	(hard copy or website)	

<p>Current information only.</p> <p>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.</p>	<p>School website</p> <p>Available on request</p>	<p>Photocopy and postage</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) 	<p>Available on request</p> <p>Some on school website</p>	<p>Photocopy and postage</p>
<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>Available on request</p>	<p>Photocopy and postage</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Available on request</p> <p>Some available through school website links</p>	<p>Photocopy and postage</p>
<p>Disclosure logs</p>	<p>Available on request</p>	<p>Photocopy and postage</p>
<p>Asset register</p>	<p>Available on request</p>	<p>Photocopy and postage</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Available on request</p>	<p>Photocopy and postage</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

Extra-curricular activities	Available on request School website	
Out of school clubs	Available on request School website	
Services for which the school is entitled to recover a fee, together with those fees	Available on request School website	
School publications, leaflets, books and newsletters	Available on request School website	

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 @ 3p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority