



Petersfield Freedom of Information Appendix

Version	2024 Review
Policy Type	External
Discussed by staff	June 2024
Approved by the Headteachers	June 2024
Adopted by the FGB	June 2024
Next Review	2027

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	Photocopy and postage
Who’s who on the governing body / board of governors and the basis of their appointment	School website	Photocopy and postage
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	Photocopy and postage
Staffing structure	School website	Photocopy and postage
School session times and term dates	School website	Photocopy and postage

Address of school and contact details, including email address.	School website	Photocopy and postage
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	Hard copy and/or website	
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	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
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Hard copy and/or website	
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English, or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary 	School website Ofsted website	Photocopy and postage

<ul style="list-style-type: none"> - Full report • Post-inspection action plan 	School office on request	
Performance management policy and procedures adopted by the governing body.	On request from school office	Photocopy and postage
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	On request from school office where appropriate	Photocopy and postage
Safeguarding and child protection policies	School website On request from school office	Photocopy and postage
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy and/or website	
Admissions policy/decisions (not individual admission decisions) – where applicable	School website	Photocopy and postage
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).	Available on request	n Photocopy and postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) 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.	(hard copy or website)	Photocopy and postage
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) 	School website Available on request	Photocopy and postage
Charging regimes and policies. 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.	School website Available on request	Photocopy and postage

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		Hard copy and/or website - some information may only be available by inspection)	
Curriculum circulars and statutory instruments		Available on request Some available through school website links as appropriate	Photocopy and postage
Any information the school is currently legally required to hold in publicly available registers		Available on request	Photocopy and postage
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		Hard copy and/or website - some information may only be available by inspection)	
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)

* the actual cost incurred by the public authority