

Freedom of Information

Guide to information available from St Anne's Primary School under the model publication scheme

Information to be published This includes datasets where applicable	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		
Who's who in the school	School website	Nil
Who's who on the governing body / board of governors and the basis of their appointment Information about duties of the governors	School website	Nil
Instrument of Government	School website	Nil
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website	Nil
School prospectus (if any)	School website	Nil
Staffing structure	School website	Nil

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School session times and term dates	School website	Nil
Address of school and contact details, including email address.	School website	Nil

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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	Hard Copy on request	See Schedule of Charges
Capital funding	Hard Copy on request	See Schedule of Charges
Financial audit reports	Hard Copy on request	See Schedule of Charges
Details of expenditure items over £5000	Hard Copy on request	See Schedule of Charges

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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).	Hard Copy on request	See Schedule of Charges
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 on request	See Schedule of Charges
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 on request	See Schedule of Charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy on request	See Schedule of Charges
Premiums or other forms of financial support available – Pupil Premium	School Website	Nil

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Performance management policy and procedures adopted by the governing body.	Hard Copy on request	See Schedule of Charges
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard Copy on request	See Schedule of Charges
Data Protection impact assessments or other impact assessments, as appropriate	Hard Copy on request	See Schedule of Charges

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website	Nil
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 on request	See Schedule of Charges

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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.	School Website If not on the website then Hard Copy on request	Nil See Schedule of Charges
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 If not on the website then Hard Copy on request	Nil See Schedule of Charges

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Equality and diversity, includes: <ul style="list-style-type: none">• Policies and schemes• Procedures and guidelines relating to commitment to the promotion and advancement of equal opportunities• Details of compliance with the public sector equality duty	School Website	Nil
Safeguarding and child protection	School Website	Nil
Pay policy	Hard Copy on request	See Schedule of Charges
Health and Safety policy	School Website	Nil
Policies and procedures for human resources and recruitment of staff	Hard Copy on request	See Schedule of Charges
Complaints procedure	School Website	Nil

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<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>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").</p>	School Website	Nil
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Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register). (some information may only be available by inspection)		
Curriculum circulars and statutory instruments	Website If not on the website then Hard Copy on request	Nil See Schedule of Charges
Disclosure logs (if any)	Hard copy on request	See Schedule of Charges
Asset register	Inspection only, by appointment	
Any information the school is currently legally required to hold in publicly available registers	Inspection only, by appointment or Hard Copy on request depending on the register	See Schedule of Charges

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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 (some information may only be available by inspection)		
Extra-curricular activities	School Website	Nil
Services for which the school is entitled to recover a fee, together with those fees	School Website If not on the website, then Hard Copy on request	Nil See Schedule of Charges
School publications, leaflets, books and newsletters	School Website If not on the website, then Hard Copy on request	See Schedule of Charges

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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 @ 10p per sheet (black & white)	Comparable with local public sector organisations
	Photocopying/printing @ 50p per sheet (colour)	Comparable with local public sector organisations
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		