



STORTH CE PRIMARY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2020 - 23

Approved by ¹	
Name:	Simon Brabant
Position:	Head teacher
Signed:	
Date:	January 24 th 2020
Review date ² :	January 2023

¹ The Governing Body are free to determine how to implement.

² The Governing Body are free to determine review frequency.

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

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Freedom of Information

Guide to information available from Storth CE Primary School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular, primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document “How to complete the Guide to Information for Schools”.

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	Website	Free
Who’s who in the school	Website	Free
Who’s who on the governing body/board of governors and the basis of their appointment	Website	Free
Instrument of Government/Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website	Free
School prospectus (if any)	Website	Free
Annual Report (if any)	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address	Website	Free

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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	Hard copy in office	Free
Annual budget plan and financial statements	Hard copy in office	Free
Capital funding	Hard copy in office	Free
Financial audit reports	Hard copy in office	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy in office	Free
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 in office	Free
Pay policy	Hard copy in office	Free
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 in office	Free
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 in office	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy in office	Free

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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 in office and website	Free
School profile (if any) And in all cases: <ul style="list-style-type: none">• Performance data supplied to the Government, or a direct link to the data• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report• Post-inspection action plan	Hard copy in office and website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy in office and website	Free
Performance data or a direct link to it	Hard copy in office and website	Free
The school's future plans; for example, proposals for any any consultation on the future of the school, such as a change in status	Hard copy in office and website	Free
Safeguarding and child protection	Hard copy in office and website	Free

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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	Hard copy in office and website	Free
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy in office	Free
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 in office	Free

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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 English government. These will include policies and procedures for handling information requests.	Hard copy in office and website	Free
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)	Hard copy in office and website	Free
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. 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”).	Hard copy in office and website	Free

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Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register)	Hard copy/live documents	On inspection
Curriculum circulars and statutory instruments	Hard copy/live documents	On inspection
Disclosure logs	Hard copy/live documents	On inspection
Asset register	Hard copy/live documents	On inspection
Any information the school is currently legally required to hold in publicly available registers	Hard copy/live documents	On inspection

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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	Hard copy in office and website	Free
Extra-curricular activities	Hard copy in office and website	Free
Out of school clubs	Hard copy in office and website	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy in office and website	Free
School publications, leaflets, books and newsletters	Hard copy in office and website	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Hard copy in office and website	Free

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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 @ 0.005p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 0.05p 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