



St. Andrew's CE Primary School
Freedom of Information Policy



Guide to information available from St. Andrew's CE School under the model publication scheme
Template Guide to information for Schools Version 3 (20130830)

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 See below for costs
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	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	Hard copy	2p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	website	Free
School prospectus (if any)	N/A	
Annual Report (if any)	N/A	
Staffing structure	website	Free

School session times and term dates	website	Free
Address of school and contact details, including email address.	website	Free
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	2p per sheet
Annual budget plan and financial statements	hard copy	2p per sheet
Capital funding	hard copy	2p per sheet
Financial audit reports	hard copy	2p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	hard copy	2p per sheet
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	2p per sheet
Pay policy	hard copy	2p per sheet
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	2p per sheet
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	2p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	hard copy	2p per sheet

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<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/ Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>N/A</p> <p>website</p> <p>website</p> <p>hard copy</p>	<p>Free</p> <p>Free</p> <p>2p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>hard copy</p>	<p>2p per sheet</p>
<p>Performance data or a direct link to it</p>	<p>website</p>	<p>Free</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>hard copy</p>	<p>2p per sheet</p>
<p>Safeguarding and child protection</p>	<p>website</p>	<p>Free</p>

Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	hard copy	2p per sheet
Disclosure logs	hard copy	2p per sheet
Asset register	hard copy	2p per sheet
Any information the school is currently legally required to hold in publicly available registers	hard copy	2p per sheet
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 or website; some information may only be available by inspection	
Extra-curricular activities	website	Free
Out of school clubs	website	Free
Services for which the school is entitled to recover a fee, together with those fees	hard copy	2p per sheet
School publications, leaflets, books and newsletters	website	Free

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

Actual costs for hard copies will be given, once request is made as it is dependent on the size of the document.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white) Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class – 58p
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)

Approved June 2018

Review June 2020