

## Freedom of Information

### Guide to information available from Ashford 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".

| <b>Information to be published.<br/>This includes datasets where applicable – please see "How to complete the Guide to Information".</b>                    | <b>How the information can be obtained</b>                                     | <b>Cost</b> |
|---|--|-------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | Available on website or a hard copy is available on request from school office | n/a         |
| Who's who in the school   | Available on website or a hard copy is available on request from school office | n/a         |

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|--|--|-----|
| Who's who on the governing body / board of governors and the basis of their appointment                          | Available on website or a hard copy is available on request from school office | n/a |
| Instrument of Government / Articles of Association   | A hard copy is available on request from school office                         | n/a |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Available on website or a hard copy is available on request from school office | n/a |
| School prospectus (if any)   | n/a  | n/a |
| Annual Report (if any)   | n/a  | n/a |
| Staffing structure   | Available on website or a hard copy is available on request from school office | n/a |

Template guide to information for schools

Version 3

2

20130830

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|---|--|-----|
| School session times and term dates   | Available on website and in the School Year Book or a hard copy is available on request from school office   | n/a |
| Address of school and contact details, including email address.   | Available on website or via on on-line search a hard copy is available on request from school office   | n/a |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | <p>Current Year available on request to school office</p> <p>Previous year available on request to school office or available from Gov.uk Gias</p> | n/a |

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|   | <a href="https://get-information-schools.service.gov.uk/">https://get-information-schools.service.gov.uk/</a>  |     |
| Annual budget plan and financial statements | Current Year available on request to school office<br>Previous year available on request to school office or available from Gov.uk Gias<br><a href="https://get-information-schools.service.gov.uk/">https://get-information-schools.service.gov.uk/</a> | n/a |
| Capital funding                             | Current Year available on request to school office<br>Previous year available on request to school   | n/a |

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|   | office or available from Gov.uk Gias<br><a href="https://get-information-schools.service.gov.uk/">https://get-information-schools.service.gov.uk/</a>  |     |
| Financial audit reports   | SFVS report available on request to school office  | n/a |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Current Year available on request to school office<br>Previous year available on request to school office or available from Gov.uk Gias<br><a href="https://get-information-schools.service.gov.uk/">https://get-information-schools.service.gov.uk/</a> | n/a |

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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).                                 | Available on request to school office  | n/a |
| Pay policy   | Available on request to school office  | n/a |
| 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. | Policy on expenses is contained within the Staff Handbook – available on request to the school office. | n/a |
| 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.                    | Available on request to school office  | n/a |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.  | Policy available on the school website – no expenses paid  | n/a |

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| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>         (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>  | (hard copy or website)   | n/a |
| <p>School profile (if any)<br/>         And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul> | <p>Available on request to school office<br/>         Previous year available on request to school office or available from Gov.uk Gias<br/> <a href="https://get-information-schools.service.gov.uk/">https://get-information-schools.service.gov.uk/</a><br/>         see performance tables</p> | n/a |

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|  | Also available on Ofsted website  |     |
| Performance management policy and procedures adopted by the governing body.  | Available on request to school office   | n/a |
| Performance data or a direct link to it  | See school website or available from Gov.uk Gias<br><a href="https://get-information-schools.service.gov.uk/">https://get-information-schools.service.gov.uk/</a><br>see performance tables | n/a |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | When applicable would be available on the website or via the school office  | n/a |
| Safeguarding and child protection  | Policy and statements available on the website.   | n/a |



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| <p><b>Class 4 – How we make decisions</b><br/>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>                                    |   |            |
| <p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>   | <p>Available on website or a hard copy is available on request from school office</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 to school office</p>  | <p>n/a</p> |
| <p><b>Class 5 – Our policies and procedures</b><br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> | <p>Available on website or a hard copy is available on request from school office</p> | <p>n/a</p> |

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| <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. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p> |   |            |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>   | <p>Available on website or a hard copy is available on request from school office</p> | <p>n/a</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</p>   | <p>Available on website or a hard copy is available on request from school office</p> | <p>n/a</p> |

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| <p>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> | n/a  |     |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>   | Where held would be available on request from school office  | n/a |
| Curriculum circulars and statutory instruments  | Available on request from school office  | n/a |
| Disclosure logs   | Where appropriate to share within rules of data protection available on request from school office | n/a |

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| Asset register   | Available on request from school office  | n/a |
| Any information the school is currently legally required to hold in publicly available registers   | Available on request from school office  | n/a |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | Available on website or a hard copy is available on request from school office | n/a |
| Current information only   |  |     |
| Extra-curricular activities  | Available on website or a hard copy is available on request from school office | n/a |
| Out of school clubs  | Available on website or a hard copy is   | n/a |

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|  | available on request from school office  |     |
| Services for which the school is entitled to recover a fee, together with those fees   | Available on website or a hard copy is available on request from school office | n/a |
| School publications, leaflets, books and newsletters   | Available on website or a hard copy is available on request from school office | n/a |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above |  |     |
| A range of additional information about the history of the school is available on the website.   | Available on website or a hard copy is   | n/a |

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|  | available on request<br>from school office |  |
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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.**

No charge will be made for small amounts of copying or a single document. Should multiple documents be requested the costs are listed below

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>   | <b>BASIS OF CHARGE</b> |
|--------------------------|--|------------------------|
| <b>Disbursement cost</b> | Photocopying/printing @<br>2p per sheet (black &<br>white) | Actual cost *          |

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|                      |   |  |
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|                      | Photocopying/printing @ 5p per sheet (colour) | Actual cost  |
|                      | Postage                                       | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| <b>Statutory Fee</b> |   | In accordance with the relevant legislation              |
| <b>Other</b>         |   |  |

\* the actual cost incurred by the public authority