

## Freedom of Information

### Guide to information available from Seghill First School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who in the school	Information pack for parents (hard copy and/or website)	Free on the school website Paper copy @ 5p per copy
Who's who on the governing body and the basis of their appointment	School website	Free on the school website
Instrument of Government	Paper copy on request	Paper copy @ 5p per copy
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	School website / on request	Free on the school website Paper copy @ 5p per copy
School prospectus (if any)	Information pack for parents (hard copy and/or website)	Free on the school website Paper copy @ 5p per copy
Staffing structure	Paper copy on request	Paper copy @ 5p per copy
School session times and term dates	Information pack for parents (hard copy and/or website)	Free on the school website Paper copy @ 5p per copy
Address of school and contact details, including email address.	Information pack for parents (hard copy and/or website)	Free on the school website Paper copy @ 5p per copy

Information to be published	How the information can be obtained	Cost
<b>Class 2 – What we spend and how we spend it</b> (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	School Improvement Plan, minutes of governing body meetings, Headteacher's reports to governors	Paper copy @ 5p per copy
Capital funding	Paper copy on request	Paper copy @ 5p per copy
Financial audit reports	Paper copy on request	Paper copy @ 5p per copy
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Paper copy on request	Paper copy @ 5p per copy
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).	Paper copy on request	Paper copy @ 5p per copy
Pay policy	Paper copy on request	Paper copy @ 5p per copy
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.	Paper copy on request	Paper copy @ 5p per copy
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.	Paper copy on request	Paper copy @ 5p per copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Paper copy on request	Paper copy @ 5p per copy

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government, or a direct link to the data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	School website / on request	Free on the school website Paper copy @ 5p per copy
Performance management policy and procedures adopted by the governing body.	Paper copy on request	Paper copy @ 5p per copy
Performance data or a direct link to it	Paper copy on request	Paper copy @ 5p per copy
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Paper copy on request	Paper copy @ 5p per copy
Safeguarding and child protection	Paper copy on request	Paper copy @ 5p per copy

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Paper copy on request	Paper copy @ 5p per copy
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).	Paper copy on request	Paper copy @ 5p per copy

Information to be published	How the information can be obtained	Cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
Records management and personal data policies, including: <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>	Paper copy on request	Paper copy @ 5p per copy
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”).	Paper copy on request	Paper copy @ 5p per copy

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Paper copy on request	Paper copy @ 5p per copy
Disclosure logs	Paper copy on request	Paper copy @ 5p per copy
Asset register	Paper copy on request	Paper copy @ 5p per copy
Any information the school is currently legally required to hold in publicly available registers	Paper copy on request	Paper copy @ 5p per copy

Information to be published	How the information can be obtained	Cost
<b>Class 7 – The services we offer</b> (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	School website, newsletter, paper copy	Free on the school website Paper copy @ 5p per copy
Out of school clubs	School website, newsletter, paper copy	Free on the school website Paper copy @ 5p per copy
Services for which the school is entitled to recover a fee, together with those fees	School website, newsletter, paper copy	Free on the school website Paper copy @ 5p per copy
School publications, leaflets, books and newsletters	School website, newsletter, paper copy	Free on the school website Paper copy @ 5p per copy
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

## 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 @ 5p per sheet (black & white)	Actual cost 2p
	Photocopying/printing @ 5p per sheet (colour)	Actual cost 4p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

\* the actual cost incurred by the public authority