

# Freedom of Information

## Guide to information available from Rodings Primary 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	hard copy and website	
Who's who in the school	website	
Who's who on the governing body and the basis of their appointment	website	
Instrument of Government	hard copy, E-copy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	hard copy and website	
School prospectus	website	
Annual Report	hard copy, website, E-copy	
Staffing structure	hard copy, E-copy	
School session times and term dates	hard copy, website, E-copy	

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<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	(hard copy and/or website)	
Annual budget plan and financial statements	hard copy, E-copy	
Capitalised funding	hard copy, E-copy	
Additional funding	hard copy, E-copy	
Procurement and projects	hard copy, E-copy	
Pay policy	hard copy, E-copy	
Staffing and grading structure	hard copy, E-copy	
Governors' allowances	hard copy, E-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	(hard copy or website)	
School profile <ul style="list-style-type: none"><li>• Government supplied performance data</li><li>• The latest Ofsted report<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li></ul>	hard copy and website	
Performance management policy and procedures adopted by the governing body.	hard copy, E-copy	
Schools future plans	hard copy and website	

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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	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	hard copy and website	
Agendas of meetings of the governing body and (if held) its sub-committees	hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	hard copy	

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<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>● Charging and remissions policy</li> <li>● Health and Safety</li> <li>● Complaints procedure</li> <li>● Staff conduct policy</li> <li>● Discipline and grievance policies</li> <li>● Staffing structure implementation plan</li> <li>● Equality and diversity (including equal opportunities) policies</li> <li>● Staff recruitment policies</li> </ul>	hard copy and website	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>● Home-school agreement</li> <li>● Curriculum</li> <li>● Sex education</li> <li>● Special educational needs</li> <li>● Accessibility</li> <li>● Race equality</li> <li>● Collective worship</li> </ul>	hard copy and website	

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<ul style="list-style-type: none"><li>• Careers education</li><li>• Pupil discipline</li></ul>		
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>	hard 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.	hard copy	

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	hard copy	
Disclosure logs	only be available by inspection	
Asset register	only be available by inspection	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	only be available by inspection	

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<p><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)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	hard copy, E-copy	
Out of school clubs	hard copy, E-copy	
School publications	hard copy, E-copy	
Services for which the school is entitled to recover a fee, together with those fees	hard copy, E-copy	
Leaflets books and newsletters	hard copy, website, E-copy	
<p><b>Additional Information</b>          This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		



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Contact details:

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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority