

Freedom of Information

Guide to information available from Southcote 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	hard copy website	POA FOC

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Who's who in the school	School Website Welcome board in school reception	FOC
Who's who on the governing body / board of governors and the basis of their appointment	School Website	FOC
Instrument of Government / Articles of Association	Hard copy on request	POA
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website	FOC
School prospectus (if any)	School Website Hard copy on request	FOC
Staffing structure	Electronic copy upon request	FOC
School session times and term dates	School Website	FOC
Address of school and contact details, including email address.	School Website	FOC

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy on request	POA
Capital funding	Hard copy on request	POA
Financial audit reports	Hard copy on request	POA
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy on request	POA

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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).	Hard copy on request	POA
Pay policy	Hard copy on request	POA
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 on request	POA
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 on request	POA
Governors' allowances that can be incurred or claimed, and a record	Hard copy on request	POA

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of total payments made to individual governors.		
Pupil Premium Statement	School Website	FOC
PE and Sports Premium Funding Statement	School Website	FOC
Charging and Remissions Policy	School Website	FOC
Governors' allowances	School Website	FOC
Lettings Policy	School Website	FOC
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
School profile Latest OFSTED report	School Website	FOC

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Post Inspection Action Plan	Hard copy on request	POA
KS1/KS2 and Foundation Data	School Website	FOC
Instrument of Government	Hard copy on request	POA
School Improvement Plan	Hard copy on request	POA
Statutory Information	School Website	FOC
Performance management policy and procedures adopted by the governing body.	Hard copy on request	POA
Safeguarding and child protection	School Website	FOC
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		

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RBC Admissions policy	School Website	FOC
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 copies on request	POA
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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 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</p>		

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equality scheme / statement in accordance with the Northern Ireland Act 1998.		
School Policies including: Charging and Remissions Policy Health and Safety Policy Complaints Policy Lettings Policy Admissions Policy (RBC) Safeguarding and Child Protection Policy Safer Recruitment Policy Equality Policy Governors Allowances Policy Allegations of abuse against staff procedures Whistleblowing Policy Bad Debt Policy Anti-Fraud and Corruption Policy Pay Policy	School Website/Hard copies on request	FOC/ POA

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Appraising Teacher Performance Policy Capability Procedures Leave of Absence Policy		
Student and Curriculum Policies: Home School Agreement SEN Policy Positive Behaviour Policy Sex and Relationship Education Policy Marking and Feedback Policy Managing Medical Conditions Policy Administration of Medicines Policy PE and Collective Worship Policy	School Website/Hard copies on request	FOC/ POA
Records management and personal data policies, including: <ul style="list-style-type: none"> • Privacy Notices and Data Protection • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	School Website Hard copy on request School Website	FOC POA FOC
Charging regimes and policies.		

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<p>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.</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>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>		

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Disclosure logs		
Asset register	Hard copy in school	
Any information the school is currently legally required to hold in publicly available registers	Hard copies on request	
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	School Website	FOC
Out of school clubs	School Website/Termly Newsletters	FOC

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Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters	School Website	FOC
Breakfast and After School Clubs	School Website	FOC
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 3p per sheet (colour)	Actual cost

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	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