

Freedom of Information

Guide to information available from Great Chart Primary School under the model publication scheme

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	Website (or hard copy)	Free £0.10 per A4 sheet
Who's who in the school	As above	As above
Who's who on the governing body / board of governors and the basis of their appointment	As above	As above
Instrument of Government / Articles of Association	As above	As above
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	As above	As above

Freedom of Information

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School prospectus (if any)	As above	As above
Annual Report (if any)	No longer required	
Staffing structure	As above	As above
School session times and term dates	As above	As above
Address of school and contact details, including email address.	As above	As above
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	£0.10 per A4 sheet
Annual budget plan and financial statements	As above	£0.10 per A4 sheet
Capital funding	As above	£0.10 per A4 sheet
Financial audit reports	As above	£0.10 per A4 sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent	To be requested in writing via	£0.10 per

Freedom of Information

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quarterly or six-monthly interval where practical.	the governors	A4 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).	To be requested in writing via the governors	£0.10 per A4 sheet
Pay policy	To be requested in writing via the governors	£0.10 per A4 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.	To be requested in writing via the governors	£0.10 per A4 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.	To be requested in writing via the governors	£0.10 per A4 sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	To be requested in writing via the governors	£0.10 per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	Free
Current information as a minimum	(or hard copy)	£0.10 per A4 sheet

Freedom of Information

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<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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website</p> <p>(or hard copy)</p>	<p>Free</p> <p>£0.10 per A4 sheet</p>
Performance management policy and procedures adopted by the governing body.	To be requested in writing via the governors	£0.10 per A4 sheet
Performance data or a direct link to it	<p>Website</p> <p>(or hard copy)</p>	<p>Free</p> <p>£0.10 per A4 sheet</p>
The school's future plans; for example, proposals for and any consultation on the future of the	Website	Free

Freedom of Information

Guide to information available from Great Chart Primary School under the model publication scheme

school, such as a change in status	(or hard copy)	£0.10 per A4 sheet
Safeguarding and child protection	Website (or hard copy)	Free £0.10 per A4 sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Website (or hard copy)	Free £0.10 per A4 sheet
Admissions policy/decisions (not individual admission decisions) – where applicable	Website (or hard copy)	Free £0.10 per A4 sheet
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).	Website (or hard copy)	Free £0.10 per A4 sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website (or hard copy)	Free £0.10 per

Freedom of Information

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<p>Current information only.</p> <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>		A4 sheet
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Website</p> <p>(or hard copy)</p>	<p>Free</p> <p>£0.10 per A4 sheet</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 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>Website</p> <p>(or hard copy)</p>	<p>Free</p> <p>£0.10 per A4 sheet</p>
Class 6 – Lists and Registers	Website	Free

Freedom of Information

Guide to information available from Great Chart Primary School under the model publication scheme

Currently maintained lists and registers only (this does not include the attendance register).	(or hard copy)	£0.10 per A4 sheet
Curriculum circulars and statutory instruments	Website (or hard copy)	Free £0.10 per A4 sheet
Disclosure logs	To be requested in writing via the Senior Leadership Team	£0.10 per A4 sheet
Asset register	To be requested in writing via the Senior Leadership Team	£0.10 per A4 sheet
Any information the school is currently legally required to hold in publicly available registers	To be requested in writing via the Senior Leadership Team	£0.10 per A4 sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Website (or hard copy)	Free £0.10 per A4 sheet
Current information only		
Extra-curricular activities	Website (or hard copy)	Free £0.10 per A4 sheet

Freedom of Information

Guide to information available from Great Chart Primary School under the model publication scheme

Out of school clubs	Website (or hard copy)	Free £0.10 per A4 sheet
Services for which the school is entitled to recover a fee, together with those fees	Website (or hard copy)	Free £0.10 per A4 sheet
School publications, leaflets, books and newsletters	Website (or hard copy)	Free £0.10 per A4 sheet

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
Disbursement cost	Photocopying/printing @ 0.10p per sheet (black & white)
	Photocopying/printing @ 0.50p per sheet (colour)

Freedom of Information

Guide to information available from Great Chart Primary School under the model publication scheme

	Postage - cost of Royal Mail standard 2 nd class
Statutory Fee	None

* the actual cost incurred by the public authority