

Freedom of Information

Guide to information available from Little Paxton Primary School under the model publication scheme

Little Paxton Primary School 2018/19



Approved by:	Governing Body	Date: 3 rd December 2018
Last reviewed on:	3 rd December 2018	
Next review due by:	December 2021	

Note: This is based on a template produced by the ICO that 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.

Template guide to information for schools
Version 3
20130830

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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 and/or website)	
Who’s who in the school	On the school website Paper copy available from the school Office on request	No charge 10p per sheet
Who’s who on the governing body / board of governors and the basis of their appointment	On the school website Paper copy available	No charge 10p per sheet

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	from the school Office on request	
Instrument of Government	On the school website Paper copy available from the school Office on request	No charge 10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	On the school website Paper copy available from the school Office on request	No charge 10p per sheet
School prospectus (if any)	N/A	
Governor's Annual Report (if any)	On the school website Paper copy available from the school Office on request	No charge 10p per sheet
Staffing structure	On the school website	No charge

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	Paper copy available from the school Office on request	10p per sheet
School session times and term dates	On the school website Paper copy available from the school Office on request	No charge 10p per sheet
Address of school and contact details, including email address.	On the school website Paper copy available from the school Office on request	No charge 10p per sheet
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 and/or website)	
Annual budget plan and financial statements	Paper copy available from the school Office	10p per sheet

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	on request	
Capital funding	Paper copy available from the school Office on request	10p per sheet
Financial audit reports	Paper copy available from the school Office on request	10p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Paper copy available from the school Office on request	10p per 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).	Paper copy available from the school Office on request	10p per sheet
Pay policy	Paper copy available from the school Office on request	10p per 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	Paper copy available from the school Office on request	10p per sheet

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annum) by reference to categories.		
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 available from the school Office on request	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Paper copy available from the school Office on request	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	

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<p>School profile (if any) 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>N/A</p> <p>On the school website</p> <p>Paper copy available from the school Office on request</p>	<p>No charge</p> <p>10p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Paper copy available from the school Office on request</p>	<p>10p per sheet</p>
<p>Performance data or a direct link to it</p>	<p>On the school website</p> <p>Paper copy available from the school Office on request</p>	<p>No charge</p> <p>10p per sheet</p>

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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 available from the school Office on request if applicable	10p per sheet
Safeguarding and child protection	On the school website	No charge
	Paper copy available from the school Office on request	10p per sheet
Class 4 – How we make decisions (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) – where applicable	On the school website	No charge
	Paper copy available from the school Office on request	10p per 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).	On the school website	No charge
	Paper copy available	10p per sheet

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	from the school Office on request	
<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 equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	(hard copy or website)	
<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>On the school website</p> <p>Paper copy available from the school Office</p>	<p>No charge</p> <p>10p per sheet</p>

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<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>On the school website</p> <p>Paper copy available from the school Office on request</p>	<p>No charge</p> <p>10p per sheet</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>	<p>Paper copy available from the school Office on request</p>	<p>10p per sheet</p>

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Disclosure logs	Paper copy available from the school Office on request	10p per sheet
Asset register	Paper copy available from the school Office on request	10p per sheet
Any information the school is currently legally required to hold in publicly available registers	Paper copy available from the school Office on request	10p per sheet
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	On the school website Paper copy available from the school Office on request	No charge 10p per sheet
Out of school clubs	On the school website	No charge

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	Paper copy available from the school Office on request	10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Paper copy available from the school Office on request	10p per sheet
School publications, leaflets, books and newsletters	On the school website Paper copy available from the school Office on request	No charge 10p per sheet
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
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Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)*	Actual cost per sheet 1p for printing + 0.5p for paper +8.5p for staff time to locate, prepare and print documents*
	Photocopying/printing @ 12.5p per sheet (colour)*	All requests will be printed in B&W unless colour is requested Actual cost 3.5p for printing + 0.5p for paper +8.5p for staff time to locate, prepare and print documents*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* If the document(s) requested exceeds 50 sheets we will contact you to confirm actual price before proceeding.