

Freedom of Information Spring 2018

Guide to information available from **Cherry Tree 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 (school prospectus) and/or website	£1.80 hard copy or free
Who's who in the school	website	free
Who's who on the governing body / board of governors and the basis of their appointment	website	free
Instrument of Government / Articles of Association	Hard copy or website	free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	website	free
School prospectus (if any)	website, hard copy	free
Annual Report (if any)	hard copy given to parents	free
Staffing structure	hard copy on request	£1.00
School session times and term dates	hard copy or website	free
Address of school and contact details, including email address.	hard copy (school prospectus) or website	free
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		
Annual budget plan and financial statements http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=111382	hard copy/website DfE	free
Capital funding & Financial audit reports	hard copy/website DfE	free
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 application

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 application
Pay Policy	website, hard copy	free
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.	Not applicable	
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 application
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	hard copy	on application
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 School Development Plan, Ofsted Inspection Report, SIS Report	(hard copy or website)	free
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government, or a direct link to the data • The latest Ofsted Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	website	free
Performance Management Policy and procedures adopted by the governing body.	hard copy	on application
Performance data or a direct link to it	website	free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	website, hard copy	free
Safeguarding and child protection	website, hard copy	free
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)	free
Admissions policy/decisions (not individual admission decisions) - where applicable	hard copy, website	free
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 copy	on application

<p>Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.</p> <p>As a minimum these include policies, procedures and documents that our school is required to have by statute or by our funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.</p>	(hard copy or website)	free
<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) 	hard copy or website	free
<p>Charging regimes and policies. (This includes details of any statutory charging regimes. Charging policies 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>	hard copy or website	on application
<p>Class 6 - Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	hard copy or website	free
Disclosure logs	hard copy	on application
Asset register	hard copy	on application
Any information the school is currently legally required to hold in publicly available registers	hard copy	on application
<p>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</p>	(hard copy or website)	free
Extra-curricular activities	hard copy or website	free
Out of school clubs	hard copy or website	free
Services for which the school is entitled to recover a fee, together with those fees	hard copy	on application
School publications, leaflets, books and newsletters	hard copy or website	free
Additional Information (none at present)		

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 black and white	£0.2 x quantity required
	Photocopying/printing colour	£0.5 x quantity required
	Postage £0.53 x standard weight x quantity	Actual cost of Royal Mail standard 2 nd class £0.53 for standard weight
Statutory Fee	On application	In accordance with the relevant legislation (quote the actual statute)
Other	If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.	