

Freedom of Information

Guide to information available from New Ash Green Primary School under the model publication scheme

Completed by:- Mrs Cain (Headteacher)

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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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	hard copy, email a copy and/or website
Who’s who in the school	hard copy email a copy and/or

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	website
Who's who on the governing body / board of governors and the basis of their appointment	hard copy, email a copy and/or website
Instrument of Government / Articles of Association	hard copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	hard copy, email a copy and/or website
School prospectus (if any)	hard copy
Staffing structure	hard copy
School session times and term dates	hard copy, email a copy and/or website
Address of school and contact details, including email address.	hard copy, email a copy and/or website

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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>	
Annual budget plan and financial statements	hard copy
Capital funding	hard copy
Financial audit reports	hard copy
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	hard copy
Procurement and contracts the school has entered into, or information	hard copy

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relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	
Pay policy	hard copy
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
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
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	N/A

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<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>	
<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 - Summary 	<p>hard copy, email a copy and/or website</p> <p>hard copy, email a copy and/or website</p>

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<ul style="list-style-type: none"> - Full report • Post-inspection action plan 	N/A
Performance management policy and procedures adopted by the governing body.	hard copy, email a copy and/or website
Performance data or a direct link to it	hard copy, email a copy and/or website
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	hard copy
Safeguarding and child protection	hard copy
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	

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Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	hard copy
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
<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</p>	

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<p>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>	
<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>hard copy, email a copy and/or website</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>hard copy, email a copy and/or website</p> <p>hard copy, email a copy and/or website</p>

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<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>Curriculum circulars and statutory instruments</p>	<p>hard copy</p>
<p>Disclosure logs</p>	<p>Available by inspection</p>
<p>Asset register</p>	<p>Available by inspection</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Available by inspection</p>

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	
<p>Extra-curricular activities</p>	<p>hard copy, email a copy and/or website</p>
<p>Out of school clubs</p>	<p>hard copy, email a copy and/or website</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>hard copy, email a copy and/or website</p>
<p>School publications, leaflets, books and newsletters</p>	<p>hard copy, email a copy and/or website</p>

SCHEDULE OF CHARGES

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This describes how the charges have been arrived at and should be published as part of the guide.

There would be a charge for hard copy and a cost given before the copying took place. The approximate cost of a copy is 10p a sheet; electronic copies are free.