

Freedom of Information

Guide to Information available from **Appleton Thorn Primary School** under the model publication scheme
Spring 2020

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		
Who's who in the school	Hard copy	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	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)	Under review	
Annual Report (if any)	Website or Hard Copy	Free
Staffing structure	Hard copy on request	Free
School session times and term dates	Website or Hard Copy	Free
Address of school and contact details, including email address.	Website	Free

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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 https://www.compare-school-performance.service.gov.uk/school/111138/appleton-thorn-primary-school/primary	Hard copy or website DfE	Free
Capital funding	Hard copy or website DfE	Free
Financial audit reports	Hard copy or 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	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.	N/A	
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

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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 profile (if any) And in all cases: <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 	Website Statutory Information	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 or Hard Copy	Free
Safeguarding and child protection	Website or Hard Copy	Free
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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Admissions policy/decisions (not individual admission decisions) – where applicable	Website or Hard Copy	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. 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>		
<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) 	Website or Hard Copy	Free
<p>Charging regimes and policies. 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. 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>	Website or Hard Copy	Free

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Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard Copy	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
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		
Extra-curricular activities	Website or Hard Copy	Free
Out of school clubs	Website or Hard Copy	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	Website or Hard Copy	Free
Additional Information	None currently	
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 @ 5p per sheet (black & white)	Actual cost * 0.0032p x quantity
	Photocopying/printing @ 6p per sheet (colour)	Actual cost * 0.0324p x quantity
	Postage 61p - standard weight/quantity	Actual cost of Royal Mail standard 2 nd class 61p for standard weight
Statutory Fee	On application	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority