

Freedom of Information

Guide to information available from Preshute C of E Primary School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	<ul style="list-style-type: none"> • School website • Welcome boards in school reception area • Hard copy on request 	<p>FOC</p> <p>FOC</p> <p>Per page</p>
Who's who on the governing body / board of governors and the basis of their appointment	<ul style="list-style-type: none"> • School website • Hard copy on request 	<p>FOC</p> <p>Per page</p>
Instrument of Government / Articles of Association	<ul style="list-style-type: none"> • Hard copy on request 	Per page

School website: www.preshute.wilts.sch.uk

For hard copies contact the school office: admin@preshute.wilts.sch.uk or telephone 01672 512754. Address: Preshute C of E Primary School, High Street, Manton, Wiltshire SN8 4HH

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<ul style="list-style-type: none"> School website Hard copy on request 	FOC Per page
School prospectus (if any)	<ul style="list-style-type: none"> School website Hard copy on request 	FOC Per page
Annual Report (if any)	<ul style="list-style-type: none"> School website Hard copy on request 	FOC Per page
Staffing structure	<ul style="list-style-type: none"> School website Hard copy on request 	FOC Per page
School session times and term dates	<ul style="list-style-type: none"> School website Hard copy on request 	FOC Per page
Address of school and contact details, including email address.	<ul style="list-style-type: none"> School website Hard copy on request 	FOC Per page
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)	

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Annual budget plan and financial statements	Hard copy on request	Per page
Capital funding	Hard copy on request	Per page
Financial audit reports	Hard copy on request	Per page
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 request	Per page
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 request	Per page
Pay policy	Hard copy on request	Per page
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 on request	Per page

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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 request	Per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy on request	Per page
<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>	(hard copy or website)	
<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 	<ul style="list-style-type: none"> The school website contains detailed information about our school and includes links to other pages, including the latest OFSTED report, performance tables and SIAMS (National Society 	FOC

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<ul style="list-style-type: none"> The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report 	<p>Statutory Inspection of Anglican and Methodist Schools) Report, as well as strategic data relating to KS2 results and other statutory information.</p> <ul style="list-style-type: none"> Hard copy on request 	<p>Per page</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<ul style="list-style-type: none"> Selected policies adopted by the governing body are on the school website. For policies not found online, please contact the school office for copies 	<p>FOC</p> <p>Per page</p>
<p>Performance data or a direct link to it</p>	<ul style="list-style-type: none"> School website Hard copy on request 	<p>FOC</p> <p>Per page</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>The school's future plans are detailed in governing body meeting minutes, the School Improvement Plan and may also be communicated via the school's newsletter.</p>	

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	<ul style="list-style-type: none"> • Full governing board minutes are available (excluding anything that may be legitimately withheld) in hard copy on request • School Improvement Plan is available: <ul style="list-style-type: none"> ○ On the school website ○ In hard copy on request • The school newsletter is available: <ul style="list-style-type: none"> ○ On the school website ○ In hard copy on request 	<p>Per page</p> <p>FOC Per page</p> <p>FOC Per page</p>
Safeguarding and child protection	<ul style="list-style-type: none"> • Selected policies adopted by the governing body (including in relation to safeguarding and child protection) are available on the school website. 	<p>FOC</p> <p>Per page</p>

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	<ul style="list-style-type: none"> • Hard copies are also available on request 	
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	<ul style="list-style-type: none"> • School website • Hard copy on request 	FOC Per page
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).	<ul style="list-style-type: none"> • Some information is on the school website. • Anything not on the school website and not regarded as confidential can be provided as a hard copy on request. 	FOC Per page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

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<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>		
<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) 	<ul style="list-style-type: none"> • School website – over 30 selected policies adopted by the governing body are available on the school website. • For policies not found on the school website, hard copies are available on request 	<p>FOC</p> <p>Per page</p>
<p>Charging regimes and policies.</p>	<ul style="list-style-type: none"> • School website – selected policies adopted by the 	<p>FOC</p>

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<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>governing body are available on the school website.</p> <ul style="list-style-type: none"> For policies not found on the school website, hard copies are available on request 	<p>Per page</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>Hard copy on request</p>	<p>Per page</p>
<p>Disclosure logs</p>	<ul style="list-style-type: none"> Hard copy on request Some information may only be available by inspection in school only 	<p>Per page FOC</p>
<p>Asset register</p>	<p>Inspection in school only</p>	<p>FOC</p>

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Any information the school is currently legally required to hold in publicly available registers	Inspection in school only	FOC
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	<ul style="list-style-type: none"> • School website • Hard copy on request 	
Out of school clubs	<ul style="list-style-type: none"> • School website • Hard copy on request 	
Services for which the school is entitled to recover a fee, together with those fees	<ul style="list-style-type: none"> • School website • Hard copy on request 	
School publications, leaflets, books and newsletters	<ul style="list-style-type: none"> • The most recent school newsletters are found on the school website. • For other publications and newsletters not found on the 	FOC Per page

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	school website, hard copies are available on request	
Additional Information		
Pupil Premium Statement	<ul style="list-style-type: none">• School website• Hard copy on request	FOC Per page
PE and Sports Premium Statement	<ul style="list-style-type: none">• School website• Hard copy on request	FOC Per page
Other information that is not in the above lists (excluding information that may be legitimately withheld)	<ul style="list-style-type: none">• Most information will be available on the school website• Hard copy on request• Otherwise by inspection <p>Unless it may be legitimately withheld</p>	FOC Per page FOC

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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 on A4 and single sided @ 1p per sheet (black & white) For photocopying/printing on A3 and/or double sided, please contact the school office for current charges	Actual cost*
	Photocopying/printing on A4 and single sided @ 4p per sheet (colour) For photocopying/printing on A3 and/or double sided,	Actual cost

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	please contact the school office for current charges	
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Document reviewed January 2020

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