

Freedom of Information

Guide to information available from Laira Green 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
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Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website	Free of Charge
Who's who in the school	Website	Free of Charge
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free of Charge
Instrument of Government / Articles of Association	Hard copy	10p per sheet black print

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		50p per sheet coloured print
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free of Charge
School prospectus (if any)	Website	Free of Charge
Annual Report (if any)	N/A	
Staffing structure	Website	Free of Charge
School session times and term dates	Website	Free of Charge
Address of school and contact details, including email address.	Website	Free of Charge

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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	Hardcopy	10p per sheet black print 50p per sheet coloured print
Capital funding	Hardcopy	10p per sheet black print

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		50p per sheet coloured print
Financial audit reports	Hardcopy	10p per sheet black print 50p per sheet coloured print
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hardcopy	10p per sheet black print 50p per sheet coloured print
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	10p per sheet black print 50p per sheet coloured print

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Pay policy	Hard copy	10p per sheet black print 50p per sheet coloured print
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	10p per sheet black print 50p per sheet coloured print
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	10p per sheet black print 50p per sheet coloured print

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Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	10p per sheet black print 50p per sheet coloured print
<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>		
School profile (if any)	Website	Free of Charge
And in all cases:		

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<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>Hard copy</p> <p>Hard copy</p>	<p>10p per sheet black print</p> <p>50p per sheet coloured print</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	<p>10p per sheet black print</p>

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		50p per sheet coloured print
Performance data or a direct link to it	Hard copy	10p per sheet black print 50p per sheet coloured print
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	N/A	
Safeguarding and child protection	Website	Free of Charge
Class 4 – How we make decisions (Decision making processes and records of decisions)		

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Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	N/A	
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).	Website	Free of Charge
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>	<p>Website</p> <p>Hard copy</p>	<p>Free of Charge</p> <p>10p per sheet black print</p>

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<p>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>50p per sheet coloured print</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</p>	<p>10p per sheet black print 50p per sheet coloured print</p>

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Currently maintained lists and registers only (this does not include the attendance register).	may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy	10p per sheet black print 50p per sheet coloured print
Disclosure logs	Hard copy	10p per sheet black print 50p per sheet coloured print
Asset register	Hard copy	10p per sheet black print

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		50p per sheet coloured print
Any information the school is currently legally required to hold in publicly available registers	Hard copy	10p per sheet black print 50p per sheet coloured print
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	Website Hard copy	Free of Charge 10p per sheet black print 50p per sheet coloured print
Extra-curricular activities	Website	Free of Charge

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Out of school clubs	Website	Free of Charge
Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters	Website	Free of Charge
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 *
	Photocopying/printing @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

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Other		
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* the actual cost incurred by the public authority