

Freedom of Information

Guide to information available from Outwoods 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>	Website	
Who's who in the school	Website	
Who's who on the governing body / board of governors and the basis of their appointment	Website	

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Instrument of Government / Articles of Association	Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
School prospectus (if any)	Website	
Annual Report (if any)	n/a	
Staffing structure	Hard Copy	
School session times and term dates	Website	
Address of school and contact details, including email address.	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>	Hard Copy	
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	

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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	
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	Hard Copy	

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of total payments made to individual governors.		
<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</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 report <ul style="list-style-type: none"> - Summary - Full report 	Website and Hard Copy	

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<ul style="list-style-type: none"> • Post-inspection action plan 	Hard Copy	
Performance management policy and procedures adopted by the governing body.	Hard Copy	
Performance data or a direct link to it	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	Website	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Hard Copy	

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Admissions policy/decisions (not individual admission decisions) – where applicable	Website	
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	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Hard copy or website	
Records management and personal data policies, including: <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	

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<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>	Website	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	Hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy or website	
Disclosure logs	Hard copy	

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Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	
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	
Extra-curricular activities	Hard copy or website	
Out of school clubs	Hard copy or website	
Services for which the school is entitled to recover a fee, together	Hard Copy or website	

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with those fees		
School publications, leaflets, books and newsletters	Hard copy or website	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	Website	

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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 12p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant

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		legislation
Other		