

Freedom of Information

Guide to information available from St Peter's CE Primary School under the model publication scheme

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	(hard copy and/or website)	
Who's who in the school	School Website – Who's Who section	Free
Who's who on the governing body / board of governors and the basis of their appointment	School Website – Meet our Governing Body	Free

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	section	
Instrument of Government / Articles of Association	Via the school office	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Via the schools website	Free
School prospectus (if any)	Via the schools website – via 'About us' key information section	Free/10p per sheet
Annual Report (if any)	n/a	n/a
Staffing structure		
School session times and term dates	Via the schools website. Terms dates also sent out hard copy each year	Free

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Address of school and contact details, including email address.	School website	Free
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)	
Annual budget plan and financial statements		
Capital funding		
Financial audit reports		
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where	Via annual published outturn statement.	10p per sheet

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practical.	Contact the school office	
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).	Scheme for financing schools – contact school office	10p per sheet
Pay policy	Contact the school office for Lancashire's whole school pay policy	10p per sheet
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.	Contact the school office for copy current rates	10p per sheet
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	Refer to NJC pay scale for support staff and NASWT Teachers pay	Free

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posts, by salary range.	scale via the internet	
Governors' allowances that can be incurred or claimed, and a record 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>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 	Latest performance results on the key	

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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 • Post-inspection action plan 	<p>information on the school website</p> <p>New Ofsted Report (September 2017) available on the school website or from Ofsted website. Hard copy charge</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Lancashire Model policy adopted. Contact office for further information.</p>	
<p>Performance data or a direct link to it</p>	<p>http://www.stpeters.lancs.sch.uk/key-</p>	

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	information/	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Would be advised by newsletter and website	
Safeguarding and child protection	Lancashire model policy adopted. Contact school office for further information	10p per sheet
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	Consultation with Diocese, Local Authority and Governing Body.	Free

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	<p>Admissions Policy published on school website and Admissions booklet for Lancashire County Council. http://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-for-a-primary-school-place/</p>	
<p>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).</p>	<p>Contact the school office.</p>	

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<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 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>(hard copy or website)</p> <p>Policies are uploaded to the school website. Hard copies available on request at a charge.</p> <p>http://www.stpeters.lancs.sch.uk/policies-1/</p>	<p>Free</p> <p>10p per sheet</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> Information security policies 	<p>Data protection policy and retention policy</p>	<p>Hard copy</p>

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<ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection (including information sharing policies) 	available on request. Contact the school office.	only 10p per sheet
<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>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>	Charging policy agreed annually by resources committee. Copy available on request at the school office.	10p per sheet.
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the</p>	(hard copy or website; some information may only be available by inspection)	

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attendance register).		
Curriculum circulars and statutory instruments	Via the website http://www.stpeters.lancs.sch.uk/topic/our-curriculum	Free
Disclosure logs	Contact the DPO at the school	
Asset register	By inspection	N/a
Any information the school is currently legally required to hold in publicly available registers	Contact the school office.	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	

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Current information only		
Extra-curricular activities	Via the school website and also newsletter. Also available via the school office and parents evening/events system	Free
Out of school clubs	Contact the school office for telephone number and main point of contact.	Free
Services for which the school is entitled to recover a fee, together with those fees	Contact the school office.	
School publications, leaflets, books and newsletters	Via the school website and newsletter	Free

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

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

Template guide to information for schools
Version 3
20130830

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white only available)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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* the actual cost incurred by the public authority