



PATTERDALE C OF E PRIMARY SCHOOL

**FREEDOM OF INFORMATION
PUBLICATION SCHEME**

2018

APPROVED BY ¹:

Name:

Position:

Signed:

Date:

Review Date ²:

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	January 2012
2	Reformatted only	February 2014
3	Reviewed	September 2018

Freedom of Information

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

Information to be published	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	Website	Nil
Who's who on the governing body and the basis of their appointment	Website	Nil
Instrument of Government	Clerk to Governors	Print, Copy, Postage
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Nil
School prospectus	Website	Nil
Annual Report	N/A	N/A
Staffing structure	Website	Nil
School session times and term dates	Website	Nil

Freedom of Information

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

<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 and/or website)	
Annual budget plan and financial statements	Hard Copy	Print, Copy, Postage
Capitalised funding	Hard Copy	Print, Copy, Postage
Additional funding	Hard Copy	Print, Copy, Postage
Procurement and projects	Hard Copy	Print, Copy, Postage
Pay policy	Website	Nil
Staffing and grading structure	Hard Copy	Nil
Governors' allowances	Website	Nil

Freedom of Information

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

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	(hard copy or website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website	Nil
Performance management policy and procedures adopted by the governing body.	Hard Copy	Print, Copy, Postage
Schools future plans	Hard Copy	Print, Copy, Postage

Freedom of Information

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

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)	Website	Nil
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy	Print, Copy, Postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy	Print, Copy, Postage

Freedom of Information

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

<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>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Website Hard Copy Website Website Hard Copy Hard Copy Hard Copy Website Hard Copy</p>	<p>Nil Print, Copy, Postage Nil Nil Print, Copy, Postage Print, Copy, Postage Print, Copy, Postage Nil Print, Copy, Postage</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs 	<p>Website Website Website Website</p>	<p>Nil Nil Nil Nil</p>

Freedom of Information

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

<ul style="list-style-type: none"> • Accessibility • Race equality • Collective worship • Pupil discipline 	<p>Website Website Website Website</p>	<p>Nil Nil Nil Nil</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 Hard Copy Website</p>	<p>Print, Copy, Postage Print, Copy, Postage Nil</p>
<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>Website</p>	<p>Nil</p>

Freedom of Information

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

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

Freedom of Information

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

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities		
Out of school clubs		
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters		
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

Freedom of Information

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

--	--	--

Contact details:

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p 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)

Freedom of Information

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

Other		

* the actual cost incurred by the public authority