

Freedom of Information

Guide to information available from Newton Regis CE Primary School under the model publication scheme

Information to be published. This includes datasets where applicable	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	No charge
Who's who on the governing body / board of governors and the basis of their appointment	School website	No charge
Instrument of Government / Articles of Association	School website	No charge
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website	No charge

Freedom of Information

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School prospectus	School website	No charge
Staffing structure	Schools website	No charge
School session times and term dates	School website	No charge
Address of school and contact details, including email address.	School website	No charge
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	Hard copy	Schedule of charges
Capital funding	Hard copy	Schedule of charges

Freedom of Information

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Financial audit reports	Hard copy	Schedule of charges
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Schedule of charges
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	Schedule of charges
Pay policy	Hard copy	Schedule of charges
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	Schedule of charges

Freedom of Information

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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	Schedule of charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	Schedule of charges
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 (if any) And in all cases: <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a 	School website	No charge

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<p>direct link to the data</p> <ul style="list-style-type: none"> The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report 		
Performance management policy and procedures adopted by the governing body.	Hard copy	Schedule of charges
Performance data or a direct link to it	School website	No charge
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	Schedule of charges
Safeguarding and child protection	Hard copy	Schedule of charges

Freedom of Information

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	School website	No charge
<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>	Hard copy	Schedule of charges
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) 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, by the English</p>	(hard copy or website)	

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<p>government. These will include policies and procedures for handling information requests.</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>Schedule of charges</p>
<p>Charging regimes and policies. 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated.</p>	<p>Hard copy</p>	<p>Schedule of charges</p>

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<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	Schedule of charges
Disclosure logs	Hard copy	Schedule of charges
Asset register	Hard copy	Schedule of charges
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School website	No charge

Freedom of Information

Guide to information available from Newton Regis CE Primary School under the model publication scheme

Out of school clubs	School website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	See schedule of charges below
School publications, leaflets, books and newsletters	School website	No charge

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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 @ 50p per sheet (black & white)	Actual cost 50p *
	Photocopying/printing @ 80p per sheet (colour)	Actual cost 80p *
	Postage	Actual cost of Royal Mail standard 2 nd class

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Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
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* the actual cost incurred by the public authority