

Freedom of Information

Guide to information available from Sebert Wood Community Primary School under the model publication scheme

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Information to be published	How the information can be obtained (hard copy and/or website)
Who's who in the school	Website – school info - staff list http://sebertwoodschoo.co.uk/staff-list/
Who's who on the governing body / board of governors and the basis of their appointment	Website – school inf – school governors http://sebertwoodschoo.co.uk/school-governors/
Instrument of Government / Articles of Association	Hard copy - Contact school office
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website – school info – staff list/school governors http://sebertwoodschoo.co.uk/staff-list/ http://sebertwoodschoo.co.uk/school-governors/

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Staffing structure	Hard copy - Contact school office
School session times and term dates	Website – parent info – diary dates http://sebertwoodschool.co.uk/diary-dates/
Address of school and contact details, including email address.	Website – contact us http://sebertwoodschool.co.uk/contact-us/

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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

Information to be published	How the information can be obtained (hard copy and/or website)
Annual budget plan and financial statements	Hard copy – contact school office
Capital funding	Hard copy – contact school office
Financial audit reports	Hard copy – contact school office
Details of expenditure items over £5000	Hard copy – contact school office

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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 – contact school office
Pay policy	Hard copy – contact school office
Staff allowances and expenses that can be incurred or claimed.	Hard copy – contact school office
Staffing, pay and grading structure.	Hard copy – contact school office
Governors' allowances that can be incurred or claimed.	Governor expenses policy - hard copy – contact school office

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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	
Information to be published	How the information can be obtained (hard copy and/or website)
Performance data supplied to the Government.	Website – school info – Ofsted http://sebertwoodschool.co.uk/ofsted/
The latest Ofsted – Summary and full report	Website – school info - Ofsted http://sebertwoodschool.co.uk/ofsted/
Performance management policy and procedures adopted by the governing body.	Hard copy – contact school office
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 – contact school office No current plans to change status in place
Safeguarding and child protection	Website – school info - safeguarding http://sebertwoodschool.co.uk/safeguarding/

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<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>	
<p>Information to be published</p>	<p>How the information can be obtained (hard copy and/or website)</p>
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website – parent info - admissions http://sebertwoodschoo.co.uk/admissions/</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>Hard copy – contact school office</p>

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Information to be published	How the information can be obtained (hard copy and/or website)
School policies e.g. <ul style="list-style-type: none"> • Attendance • Behaviour • Charging & Remissions • Complaints • Health & Safety • Privacy notice • Safeguarding 	Website – school info - policies http://sebertwoodschoo.co.uk/policies/ For other policies not listed on the school website please contact the school office for a hard copy.
Records management and personal data policies including; <ul style="list-style-type: none"> • Information security policies • GDPR and Data Protection 	Website and hard copy – contact school office http://sebertwoodschoo.co.uk/policies/

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Class 5 – Our policies and procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities)	
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.	Website – school info - policies http://sebertwoodschoo.co.uk/policies/

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Class 6 – Lists and Registers	
Currently maintained lists and registers only (this does not include the attendance register)	
Information to be published	How the information can be obtained (hard copy and/or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard copy – contact school office
Disclosure logs	Hard copy – contact school office
Asset register	Hard copy – contact school office
Any information the school is currently legally required to hold in publicly available registers (This does not include Attendance registers)	Hard copy – contact school office

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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	
Information to be published	How the information can be obtained (hard copy and/or website; some information may only be available by inspection)
Extra-curricular activities	Website – School info – childcare http://sebertwoodschool.co.uk/childcare/
Out of school clubs	Website – pupil & class info – school clubs http://sebertwoodschool.co.uk/school-clubs-2/
Services for which the school is entitled to recover a fee, together with those fees	Website – parent info – lunches http://sebertwoodschool.co.uk/lunches/
School publications, leaflets, books and newsletters	Website – parent info - newsletters http://sebertwoodschool.co.uk/newsletters/

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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 @ 1p per sheet (black & white)	1p per sheet
	Photocopying/printing @ 4p per sheet (colour)	4p per sheet

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	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	We will comply in accordance with the Freedom of Information Act in particular section 12.	In accordance with the relevant legislation.