

Freedom of Information

Guide to information available from St.Michael's Primary School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

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)	Hardcopy School Website	POA FOC

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Who's who in the school	School Website Notice board in main reception area	FOC
Who's who on the governing body / board of governors and the basis of their appointment	School website	FOC
Instrument of Government / Articles of Association	Hard copy available on request	POA
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website	FOC
School prospectus (if any)	School website Hard copy available on request	FOC
Staffing structure	Hard copy available on request	FOC
School session times and term dates	School website	FOC

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Address of school and contact details, including email address.	School website	FOC
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 on request	POA
Annual budget plan and financial statements	Hard copy on request	POA
Capital funding	Hard copy on request	POA
Financial audit reports	Hard copy on request	POA
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where	Hard copy on request	POA

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practical.		
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 on request	POA
Pay policy	Hard copy on request	POA
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 on request	POA
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 on request	POA

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Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy on request	POA
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:	School website Latest Ofsted Report - link from the school website.	FOC

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• 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 / Estyn / Education and Training Inspectorate report - Summary - Full report	Link from the school website.	FOC
• Post-inspection action plan	Hard copy on request	POA
• KS1/2 results	School website	FOC
• Instrument of Government	Hard copy on request	POA
• School Improvement/Action Plan	Hard copy on request	POA
• Statutory information	School website	FOA

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Performance management policy and procedures adopted by the governing body.	Hard copy on request	POA
Safeguarding and child protection	School website	FOC
Performance data	School website	FOC
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School website	FOC
Safeguarding and child protection	School website	FOC

Class 4 – How we make decisions	Hard copies on request	POA
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(Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Reading Borough Council website or school website (link)	FOC
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 copies available upon request	POA

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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, 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.	Hard copy or website	POA
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Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Hard copy upon request	POA
Charging regimes and policies. School Policies including: Charging and Remissions Health and Safety Policy Complaints Policy Lettings Policy Admissions Policy Safeguarding Policy Recruitment Policy Equality Policy Governors Expenses Policy Allegations of abuse against staff	Hard copy available upon request School website	FOC POA

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Whistleblowing Pay Policy Appraising Teacher Performance Policy Administration of Medicines Policy PE and Collective Worship Policy		
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	hard copy or website; some information may only be available by inspection	
Curriculum circulars and statutory instruments	School website	FOC
Asset register	Available by inspection	FOC

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Any information the school is currently legally required to hold in publicly available registers	Hard copies available upon request	POA
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; some information may only be available by inspection)	
Extra-curricular activities	School website	FOC
Out of school clubs	School website	FOC
School publications, leaflets, books and newsletters	School website	FOC

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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.

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 30p 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)

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Other		

* the actual cost incurred by the public authority