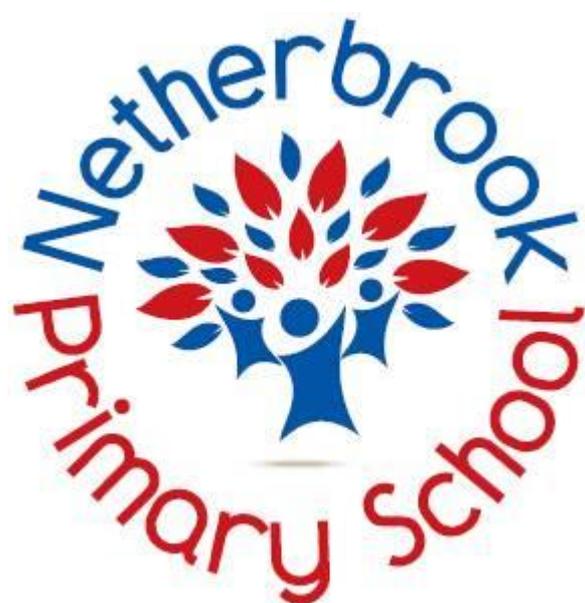


# Freedom of Information Guide



## Freedom of Information



### Guide to Information Available from Netherbrook Primary School

#### Under the Model Publication Scheme

<b>Information to be published.</b> This includes datasets where applicable – please see “How to complete the Guide to Information”.	<b>How the information can be obtained</b>
<b>Class 1 – Who we are and what we do</b> (organisational information, structures, locations and contacts) This will be current information only	Hard copy and/or website
Who’s who in the school	Website
Who’s who on the governing body/board of governors and the basis of their appointment	Website
Instrument of Government/Articles of Association	Hard copy
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible)	Website
School prospectus	Website
Annual Report (if any)	N/A
Staffing structure	Website
School session times and term dates	Website
Address of school and contact details, including email address	Website
<b>Class 2 – What we spend and how we spend it</b> (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 or website
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy

Details of expenditure items over £5,000 – published at least annually but at a more frequent quarterly or six monthly interval where practical	Hard copy
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
Pay Policy	Hard copy
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
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
Governor' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (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"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted/Estyn/Education and Training Inspectorate report</li> <li>• Summary</li> <li>• Full</li> <li>• Post-inspection action plan</li> </ul>	Website  Website  Hard copy
Performance management policy and procedures adopted by the governing body	Hard copy

Performance data or a direct link to it	Website
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
Safeguarding and child protection	Website
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Hard copy
Admissions policy/decisions (not individual admission decisions) – where applicable	Website
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 copy
<b>Class 5 – Our policies and procedures</b>  (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)
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copy Hard copy Website

<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</p>	Website
<p><b>Class 6 – Lists and Registers</b></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 for inspection)
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy
<p><b>Class 7 – the services we offer</b></p> <p>(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 for inspection
Extra-curricular activities	Hard copy
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
School publications, leaflets, books and newsletters	Website
<p><b>Additional information</b></p> <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	Hard copy

## **Schedule of Charges**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.