

Freedom of Information

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

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website) www.almondsburyprimary.co.uk</p>	
Who's who in the school	Hard copy and included in prospectus and on website	10p per sheet
Who's who on the governing body and the basis of their appointment	Hard copy and included in prospectus and on website	10p per sheet
Instrument of Governance	Hard copy available	10p per sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy available	10p per sheet
School prospectus	Available on website	Free to new parents £3 for existing parents
Staffing structure	Hard copy available and on website also printed in newsletters	10p per sheet
School session times and term dates	Hard copy available and on website also printed in newsletters	10p per sheet
<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>(hard copy and/or website)</p>	

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Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy available without confidential details	10p per sheet
Capitalised funding	Hard copy available without confidential details	10p per sheet
Additional funding	Hard copy available without confidential details	10p per sheet
Procurement and projects	Hard copy available without confidential details	10p per sheet
Pay policy	Hard copy available	10p per sheet
Staffing and grading structure	Hard copy available without confidential details	10p per sheet
Governors' allowances	Not applicable	
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 	Hard copy available and on website	10p per sheet £2 per report
<ul style="list-style-type: none"> Appraisal policy and procedures adopted by the governing body. 	Hard copy available without confidential details	10p per sheet

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Schools future plans	SDP available hard copy	£3 each
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)	Hard copy available and on website	10p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy available	50p per meeting
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy available and on website	50p per meeting
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <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	All available as hard copies certain policies included on website	20p – 50p per policy (depending on number of pages)

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<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>All available as hard copies certain policies included on website Hard copy available to view</p>	<p>20p – 50p per policy (depending on number of pages)</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 <p>Data protection (including information sharing policies)</p>		
<ul style="list-style-type: none"> • Charging regimes and policies. <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>Hard copy available and on website</p>	<p>20 per policy</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy available for inspection only or available from DfE website</p>	
<p>Disclosure logs</p>	<p>Hard copy available for inspection only</p>	

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Asset register	Hard copy available for inspection only	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy available for inspection only	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Extra-curricular activities	All available in newsletters for all parents and sent out with children as and when applicable	Free
Out of school clubs	All available in newsletters for all parents and sent out with children as and when applicable	Free
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters		
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority