



**Policy: Freedom of Information**

Ratified: 26.3.12

Review Date: 26.3.15 (Annually)

Stat Policy

## Freedom of Information

### Guide to Information available from Northborough School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - 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 Office	Free 10p/pge
Who's who on the governing body and the basis of their appointment	Hard copy upon request	10p/pge

Instrument of Government	Hard copy upon request	10p/pge
Contact details for the Head teacher and for the governing body.	Details from school Office	Free
School prospectus	Hard copy Web site	Free Free
Annual Report	N/A	
Staffing structure	Hard copy upon request.	10p/pge
School session times and term dates	School Prospectus office Website	Free
<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		
Annual budget plan and financial statements	Office copy	10p/pg
Capitalised funding	Office copy	10p/pg
Additional funding	Office copy	10p/pg
Procurement and projects	Office copy	10p/pg
Pay policy	Office copy	10p/pg
Staffing and grading structure	Office copy	10p/pg
Governors' allowances	NA	
<b>Class 3 - What our priorities are and how we are doing</b>	(hard copy or website)	

(Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum		
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Office copy Website Office copy	10p/pge Free 10p/pge
Performance management policy and procedures adopted by the governing body.	Office copy	10p/pge
Schools future plans	Office copy	10p/pge
Every Child Matters - policies and procedures	Office copy	10p/pge
<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 or website)	
Admissions policy/decisions (not individual admission decisions)	Office copy	10p/pg
Agendas of meetings of the governing body and (if held) its sub-committees	Office copy	10p/pg
Minutes of meetings (as above) - n.b. this will exclude information that is	Office copy	10p/pg

properly regarded as private to the meetings.		
<b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy or website	10p/pg
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Office copy	10p/pg
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> </ul>	Office copy	10p/pe

<ul style="list-style-type: none"> <li>• Pupil discipline</li> </ul>		
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>	Office copy	10p/pge
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.	Office copy	10p/pg Free
<b>Class 6 - Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments National Curriculum	Office copy	
Disclosure logs	Office copy	
Asset register	Office copy	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Copy available for inspection in school upon request	

<b>Class 7 - The services we offer</b> (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	Web site Newsletters Hard copy upon request	Free Free Free
Out of school clubs	Web site School Prospectus	Free Free
School publications Prospectus	Hard copy upon request	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy upon request	10p/pg
Leaflets books and newsletters Monthly newsletters Starting school booklets	Website Hard copy upon request	Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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**Contact details:**  
**Northborough Primary School**  
**Church Street**  
**Northborough**  
**Peterborough**  
**Pe6 9BN**

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet (black & white)	Actual cost Printing ink, paper, time
	Photocopying/printing @ ..p per sheet (colour)	Colour copies not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class



<b>Statutory Fee</b>		In accordance with the relevant legislation *

\*the actual cost incurred by the public authority