



Information Commissioner's Office

Freedom of Information

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

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<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>Website: Stivichall Primary School - Home</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>5p a page</p>
<p>Who's who in the school</p>	<p>Website: Stivichall Primary School - Staff</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>5p a page</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Website: Stivichall Primary School - Governors</p> <p>Hard copy: available upon request -</p>	<p>Free</p> <p>5p a page</p>

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	contact school	
Instrument of Government / Articles of Association	Website: Stivichall Primary School - Governors Hard copy: available upon request - contact school	Free 5p a page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: Stivichall Primary School - Contact Us Hard copy: available upon request - contact school	Free 5p a page
School prospectus (if any)	NA	

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	contact school	copy
Annual Report (if any)	NA	
Staffing structure	Website: Stivichall Primary School - Staff Hard copy: available upon request - contact school	Free 5p a page
School session times and term dates	Website: Stivichall Primary School - School Day Hard copy: available on request.	Free 5p a page
Address of school and contact details, including email address.	Website: Stivichall Primary School - Contact Us	Free

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<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) Current and previous financial year as a minimum</p>	<p>Website: Hard copy: available upon request - contact school</p>	<p>5p a page</p>
<p>Annual budget plan and financial statements</p>	<p>Hard copy: available upon request - contact school</p>	<p>5p a page</p>
<p>Capital funding</p>	<p>Hard copy: available upon request - contact school</p>	<p>5p a page</p>
<p>Financial audit reports</p>	<p>Hard copy: available upon request - contact school</p>	<p>5p a page</p>
<p>Details of expenditure items over £2000 – published at</p>	<p>Hard copy: available upon request -</p>	<p>5p a page</p>

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least annually but at a more frequent quarterly or six-monthly interval where practical.	contact school	
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: available upon request - contact school	5p a page
Pay policy	Hard copy: available upon request - contact school	5p a page
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: available upon request - contact school	5p a page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior	Hard copy: available upon request - contact school	5p a page

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Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact school	5p a page
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: available upon request - contact school	5p a page

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<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Stivichall Primary School - Performance</p> <p>Stivichall Primary School - Ofsted</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>5p a page</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy: available upon request - contact school</p>	<p>5p a page</p>
<p>Performance data or a direct link to it</p>	<p>Stivichall Primary School - Performance</p>	

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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: available upon request - contact school	5p a page
Safeguarding and child protection	Website: Stivichall Primary School - Policies & Documents	Free
	Hard copy: available upon request - contact school	5p a page
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy: available upon request - contact school	5p a page

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Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: Stivichall Primary School - Admission Arrangements Hard copy: available upon request - contact school	Free 5p a page
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: available upon request - contact school	5p a page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Website: Stivichall Primary School - Policies & Documents Hard copy: available upon request -	Free 5p a page

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<p>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.</p>	<p>contact school</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 • Data protection (including information sharing policies) 	<p>Website: Stivichall Primary School - GDPR</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>5p a page</p>

Charging regimes and policies.	Website: Stivichall Primary School - Policies Hard copy: available upon request - contact school	Free 5p a page
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Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Hard copy: available upon request - contact school	5p a page
Curriculum circulars and statutory instruments	Hard copy: available upon request -	5p a page

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Disclosure logs	Hard copy: available upon request - contact school	5p a page
Asset register	Hard copy: available upon request - contact school	5p a page
Any information the school is currently legally required to hold in publicly available registers	Hard copy: available upon request - contact school	5p a page
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Website: Stivichall Primary School - Newsletters</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>5p a page</p>

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Extra-curricular activities	Website: Stivichall Primary School - Newsletters Hard copy: available upon request - contact school	Free 5p a page
Out of school clubs	Website: Stivichall Primary School - Newsletters Hard copy: available upon request - contact school	Free 5p a page
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: available upon request -	5p a page

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School publications, leaflets, books and newsletters	Website: Stivichall Primary School - Newsletters Hard copy: available upon request - contact school	Free 5p a copy
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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 @ 5 p per sheet (black & white)	Actual cost * 5p per sheet
	Photocopying/printing @	Actual cost

* The actual cost incurred by the public authority



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