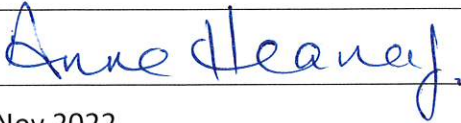




FREEDOM OF INFORMATION PUBLICATION SCHEME

2022

Approved by ¹	
Name:	Anne Heaney
Position:	Admin
Signed:	
Date:	Nov 2022
Review date ² :	Nov 2024

¹ The Governing Body are free to determine how to implement.

² The Governing Body are free to determine review frequency.

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	January 2012
2	Reformatted only	February 2014
3	Updated to comply with ICO current version of this document	April 2000
4	Update	September 2022

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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>	(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	Patsy Harvey (Chair of Governors) Website	
Instrument of Government/Articles of Association	Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website School office- 01900 812268	
School prospectus and curriculum	Website	
Staffing structure	Website	
School session times and term dates	Website/Teachers2Parents	
Address of school and contact details, including email address	Website	

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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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy and Electronic	
Capital funding	Hard copy and Electronic	
Financial audit reports	Hard copy and Electronic	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy and Electronic	
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 and Electronic	
Pay policy	Capita HR. Hard copy and Electronic	
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	Not applicable	
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.	HR, ASKHR, Irtent system and Electronic	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governor Minutes	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>(hard copy or website)</p>	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Hard copy and Electronic</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy and Electronic</p>	
<p>Performance data or a direct link to it</p>	<p>Hard copy and Electronic</p>	
<p>The school's future plans; for example, proposals for any any consultation on the future of the school, such as a change in status</p>	<p>School Development Plan, Hard copy and Electronic</p>	
<p>Safeguarding and child protection</p>	<p>CPOMS, Electronic</p>	

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	<p>(hard copy or website)</p>	
<p>Admissions policy/decisions (not individual admission decisions) 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).</p>	<p>Hard copy and Electronic Governor file, Hard copy and Electronic</p>	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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 English government. These will include policies and procedures for handling information requests.</p>	(hard copy or website)	
<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>Charging regimes and policies.</p>	Hard copy and Electronic	
<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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	Hard copy and Electronic	

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Attendance Log	Hard Copy, Scholapack	
Safeguarding/Disclosure logs	CPOMS- password protected	
Asset register	Hard copy and Electronic	
Any information the school is currently legally required to hold in publicly available registers	Hard copy and Electronic	

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<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>(hard copy or website; some information may only be available by inspection)</p>	
<p>Current information only</p>		
<p>Extra-curricular activities</p>	<p>Website, Hard copy and Electronic</p>	
<p>Out of school clubs</p>	<p>Website, Hard copy and Electronic</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hard copy and Electronic</p>	
<p>School publications, leaflets, books and newsletters</p>	<p>Website, Hard copy and Electronic</p>	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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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 @0.022220,p per sheet (black & white)	Actual cost *
	Photocopying/printing @0.00230,p 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)
Other		

* the actual cost incurred by the public authority