

Keir Hardie Primary School



Guide to Freedom of Information Publication Scheme

Reviewed:	Autumn 2022
Date of Next Review:	Autumn 2024

This guide is to be read alongside the ICO's Model Freedom Of Information Publication Scheme

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> and outlines specific information relevant to Keir Hardie Primary School, how it can be obtained and what costs are associated with this.

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	hard copy and website	
Who's who in the school	hard copy and 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 electronic copy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	website	
School prospectus (if any)	hard copy	
Staffing structure	hard copy or website	
School session times and term dates	hard copy or website	
Address of school and contact details, including email address.	hard copy or website	

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	(hard copy and/or website)	
Annual budget plan and financial statements	hard copy	
Capital funding		
Financial audit reports	hard copy	
Details of expenditure items over £2000 – 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	
Governors' allowances that can be incurred or claimed, and a record of	hard copy	

total payments made to individual governors.		
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	
School profile (if any) And in all cases: <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 	Hard copy and website	
Performance management policy and procedures adopted by the governing body.	hard copy	
Performance data or a direct link to it	hard copy	
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	hard copy and on website	
Class 4 – How we make decisions (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	hard copy and 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	
<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 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>	hard copy or website	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	hard copy or website	
Charging regimes and policies.	hard copy	

Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	hard copy	
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	hard copy	
Class 7 – The services we offer		
Extra-curricular activities	website	
Out of school clubs	website or hard copy	
Services for which the school is entitled to recover a fee, together with those fees	website or hard copy	
School publications, leaflets, books and newsletters	hard copy and website	

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 *
	Photocopying/printing @ 20p 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)
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* the actual cost incurred by the public authority