

Freedom of Information

Guide to information available from Shire Oak 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>Who's who in the school</p>	<p>School Prospectus Pupil and Parent Handbook</p> <p>These are available in hard copy from the school office or from the school website</p>	<p>free*</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p>Display in the school foyer</p>	<p>free*</p>
<p>Instrument of Government</p>	<p>By contacting the local authority or the chair of governors</p>	<p>free*</p>
<p>Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))</p>	<p>School office or website</p>	<p>free*</p>
<p>School prospectus</p>	<p>See above</p>	<p>free*</p>
<p>Staffing structure</p>	<p>Pupil and Parent Handbook (See above)</p>	<p>free*</p>
<p>School session times and term dates</p>	<p>Pupil and parent handbook, Leeds Children's Services website and school calendar on website. Hard copy from the office</p>	<p>free*</p>

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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>		
<p>Annual budget plan and financial statements</p>	<p>DfE website has information about previous years. Current information available on request from the school office. This will not always be ready to hand over immediately On request from the school office</p>	<p>free*</p>
<p>Capitalised funding</p>	<p>On request from the school office (see above)</p>	<p>free*</p>
<p>Additional funding</p>	<p>On request from the school office (see above)</p>	<p>free*</p>
<p>Procurement and projects</p>	<p>On request from the school office (see above)</p>	<p>free*</p>
<p>Pay policy</p>	<p>On request from the school office. (HR suite of policies)</p>	<p>free*</p>
<p>Staffing and grading structure</p>	<p>On request from the school office</p>	<p>free*</p>
<p>Governors' allowances</p>	<p>Our governors do not have allowances. The amounts spent on, e.g. governor training are within the financial reports above</p>	<p>free*</p>
<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>School profile</p>	<p>Performance data and Ofsted</p>	<p>free*</p>

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<ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	reports have links on our school website. We no longer have to maintain a school profile	
Performance management policy and procedures adopted by the governing body.	On request from the school office (HR suite of policies)	free*
Schools future plans	School Development Plan available in hard copy or by email on request from the office The School Development Plan has the plans for the current year and notes about future years.	free*
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Leeds Children's Services admissions website.	free*
Agendas of meetings of the governing body and (if held) its sub-committees	On request at the school office by email or hard copy	free*
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	On request at the school office by email or hard copy	free*
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none"> Charging and remissions policy Health and Safety 	Many of our policies are available on the school website and, as we change over to our new website, we hope to include more of these there.	free*

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<ul style="list-style-type: none"> • 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 	<p>If they are not on the school website then policies that exist may be emailed or provided as hard copies on request from the office</p>	
<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>As above</p>	<p>free*</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>As above. Where there is no specific policy we follow Leeds City Council Children’s Services policies and guidelines</p>	<p>Free*</p>
<p>Charging regimes and policies.</p> <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>On request from the office (email or hard copy) if not available on the website</p>	<p>free*</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>	

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Curriculum circulars and statutory instruments	DfE website	free*
Disclosure logs	We do not currently need a log	free*
Asset register	On request at the school office. This may take some time to update.	free*
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	On request at the school office	free*
Class 7 – The services we offer (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	School website, clubs newsletter. School noticeboards	free*
Out of school clubs	School website, clubs newsletter. School noticeboards	free*
School publications	Paper copy at time of publication, e.g. newspaper	free*
Services for which the school is entitled to recover a fee, together with those fees	n/a	
Leaflets books and newsletters	From the office or on the school website	free*
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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SCHEDULE OF CHARGES

Items marked as free* will be supplied free of charge by email or on paper. Where the request is for hard copies in excess of 10 sheets then school reserves the right to charge as detailed below.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @5p per sheet (black & white)	Actual cost (defined as the actual cost incurred by the public authority)
	Photocopying/printing @10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	n/a	
Other		