

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

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
<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>(hard copy and/or website)</p>	

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

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	Hard copy and/or website	
Instrument of Government / Articles of Association	Hard copy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy	
School prospectus 'Welcome Pack'	Hard copy and/or website	
Annual Report (if any)	Hard copy and/or website	
Staffing structure	Hard copy and/or website	
School session times and term dates	Hard copy and/or school or South	

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

	Gloucestershire website	
Address of school and contact details, including email address.	Hard copy and 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	Hard copy	
Financial audit reports	Hard copy	

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

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	Hard copy	

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	
<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>	(hard copy or website)	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government 	Hard copy	

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

<p>or to the Northern Ireland Executive, or a direct link to the data</p> <ul style="list-style-type: none"> The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	<p>Hard copy</p> <p>Hard copy and/or website</p> <p>Hard copy</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	
<p>Performance data or a direct link to it</p>	<p>Hard copy</p>	
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Hard copy</p>	

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

Safeguarding and child protection	Hard copy and/or website	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	South Gloucestershire 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</p>	(hard copy or website)	

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

<p>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>		
<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>Hard copy and/or website</p>	

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

<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>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>	<p>Hard copy and/or website</p>	
<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>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy</p>	

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	
<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>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard copy and/or website	
Out of school clubs	Hard copy and/or website	

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
School publications, leaflets, books and newsletters	Hard copy and/or website	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

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 @ 0.05p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 0.05p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Freedom of Information

Guide to information available from St Stephen's Infant School under the model publication scheme

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority