

Freedom of Information

Guide to information available from St Michael's CE VC Primary School (Stoke Gifford) under the model publication scheme

| Information to be published | 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/or website) Website address: www.stmichaels-sg.ik.org | |
| Who's who in the school | website | Free |
| Who's who on the governing body and the basis of their appointment | website | Free |
| Instrument of Government | School Office | Free |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)) | website | Free |
| School prospectus | All information on website | Free |
| Annual Report | N/A | |
| Staffing structure | website | Free |
| School session times and term dates | website | Free |

Freedom of Information

Guide to information available from St Michael's CE VC Primary School (Stoke Gifford) under the model publication scheme

| | | |
|--|--|------|
| <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 | School Office | Free |
| Capitalised funding | School Office | Free |
| Additional funding | School Office | Free |
| Procurement and projects | N/A | |
| Pay policy | School Office | Free |
| Staffing and grading structure | School Office Governor and staff portal | Free |
| Governors' allowances | School Office Governor and staff portal | Free |
| | | |

Freedom of Information

Guide to information available from St Michael's CE VC Primary School (Stoke Gifford) under the model publication scheme

| | | |
|--|---|---------|
| | | |
| <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</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report | <p>Online via www.direct.gov.uk www.ofsted.co.uk links via school website</p> | free |
| Performance management policy and procedures adopted by the governing body. | School Office Staff and governor portal | Free/Ch |
| Schools future plans | Website School office | Free/Ch |
| Every Child Matters – policies and procedures | Website School office | Free/Ch |
| | | |

Freedom of Information

Guide to information available from St Michael's CE VC Primary School (Stoke Gifford) under the model publication scheme

| | | |
|---|---|---------|
| | | |
| <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) | Local Authority controlled: contact South Glos www.southglos.gov.uk | free |
| | Info in prospectus | |
| Agendas of meetings of the governing body and (if held) its sub-committees | School Office | Free/Ch |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings. | School Office | Free/Ch |
| | | |

Freedom of Information

Guide to information available from St Michael's CE VC Primary School (Stoke Gifford) under the model publication scheme

| | | |
|--|---|---------|
| | | |
| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | (hard copy or website) | |
| <p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • 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>Website School office</p> | Free/Ch |
| Pupil and curriculum policies, including: | | Free/Ch |

Freedom of Information

Guide to information available from St Michael's CE VC Primary School (Stoke Gifford) under the model publication scheme

| | | |
|--|---|---------|
| <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>Website School office</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 School office</p> | Free/Ch |
| <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>Website School office prospectus</p> | Free |
| | | |

Freedom of Information

Guide to information available from St Michael's CE VC Primary School (Stoke Gifford) under the model publication scheme

| | | |
|---|---|--------|
| | | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | |
| Curriculum circulars and statutory instruments | School office | charge |
| Disclosure logs | N/A | |
| Asset register | School office | charge |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | School office | charge |
| | | |

Freedom of Information

Guide to information available from St Michael's CE VC Primary School (Stoke Gifford) under the model publication scheme

| | | |
|---|--|------|
| | | |
| <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 | Website School office | free |
| Out of school clubs | Website School office | free |
| School publications | Website School office | free |
| Services for which the school is entitled to recover a fee, together with those fees | Website School office | free |
| Leaflets books and newsletters | Website School office | free |

Freedom of Information

Guide to information available from St Michael's CE VC Primary School (Stoke Gifford) under the model publication scheme

| | | |
|--|--|--|
| | | |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | | |
| | | |

Contact details:

Freedom of Information

Guide to information available from St Michael's CE VC Primary School (Stoke Gifford) 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.

Material available on website is free. Where material is requested from the school office and needs to be copied, a charge of 5p per sheet will be made.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying/printing @ 5p per sheet (black & white) | Actual cost * 1p + time to copy |
| | Photocopying/printing @ ..p per sheet (colour) | N/A |
| | 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