

Sharp Lane Primary School

Freedom of Information List of Information to be Published



Agreed by Governing Board	May 2022
Review date	May 2024
Responsible for this policy	Rebecca White

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, locations and contacts, constitutional and legal governance). This will be current information only	(hard copy and/or website)	See final page for costs
Who's who in the school	Website	
Who's who on the governing board and the basis of their appointment	Website	
Contact details for the Headteacher and for the governing board	Website	
School prospectus	Hard copy	
School session times and term dates	Website	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts). Current and previous financial year as a minimum	(hard copy and/or website)	See final page for costs
Annual budget plan and financial statements	Hard copy	
Capitalised funding	Hard copy	
Additional funding	Hard copy	
Procurement and projects	Hard copy	
Pay policy	Hard copy	
Staffing and grading structure	Hard copy	

Class 3 – What our priorities are and how we are doing (Strategies and performance information, plans, assessments, inspections and reviews). Current information as a minimum	(hard copy or website)	See final page for costs
School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	http://schoolsfinder.direct.gov.uk/3832510/school-profile/	
Teacher appraisal and capability procedures	Hard copy	
Schools future plans	Hard copy	

Class 4 – How we make decisions (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations). Current and previous three years as a minimum	(hard copy or website)	See final page for costs
Admissions policy/decisions (not individual admission decisions)	Website	
Policy Documents	Website	
Agendas of meetings of the governing board and committees	Hard copy	
Minutes of meetings (as above) – <i>note this will exclude information that is properly regarded as private to the meetings.</i>	Hard copy	

Class 5 – Our policies and procedures (Current written protocols for delivering our functions and responsibilities). Current information only	(hard copy or website)	See final page for costs
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Equality Act statement 	Website	
Student and curriculum policies, including: <ul style="list-style-type: none"> • Curriculum • Relationship and Sex Education • Special Educational Needs • Behaviour 	Website	
Records management and personal data policies, including: ⓘ Information security policies <ul style="list-style-type: none"> • Records retention destruction and archive policies • Data protection (including GDPR) 	Hard copy Website	
Charging and Remissions Policy	Website	

Class 6 – Lists and Registers (Information held in registers required by law and other lists and registers relating to the functions of the authority). Currently maintained lists and registers only	hard copy or website; some information may only be available by inspection	See final page for costs
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Class 7 – The services we offer (Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered). Current information only	hard copy or website; some information may only be available by inspection	See final page for costs
Extra-curricular activities	Website	
Out of school clubs	Website	
School publications	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
Leaflets books and newsletters	Website/Hard copy/ Parentmail	

Additional Information

Contact details:

Sharp Lane Primary School, Sharp Lane, Leeds, West Yorkshire LS10 4QE

*For more information or if you have any queries regarding school please contact
Mrs Garside (Office Manager) on the e-mail below.*

Email: contact@sharplane.co.uk

Telephone: 0113 3783060

Twitter: @slpsleeds

We also have a school Facebook page that is regularly updated. To find the official Sharp Lane page, please search on Facebook for 'Sharp Lane Primary School.' Alternatively, you can access both Facebook and Twitter using the 'Useful Links' tab on the right of the website.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

Single copies of information covered by this publication are provided free if marked as “Hard Copy”. However, if multiple copies are requested then a charge for the document and postal charges at the time will apply.

We expect items marked “Website” to be downloaded by yourselves.

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