



Freedom of Information Publication Scheme

Guide to information available from Yorkley and Parkend Primary Schools under the model publication scheme designed by the ICO.

Information to be published. This includes datasets where applicable.	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	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
Who's who in the school	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
Who's who on the governing body / board of governors and the basis of their appointment	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
Instrument of Government / Articles of Association	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk or The Governing Board File in Yorkley school office	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
School prospectus (if any)	Printed copy from the school office	£5

Annual Report (if any)	N/a	
Staffing structure	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
School session times and term dates	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
Address of school and contact details, including email address.	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
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	School central server, Finance Folder (or Hard Copy from office file) via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	£9
Capital funding	School central server-Capita FMS via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	£9
Financial audit reports	refer to GCC or via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	School central server- Capita FMS via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	£36
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).	School central server- Capita FMS, Finance Folder (GBP) via Contact Us Parkend Primary School or Contact Us 	£9

	Yorkley Primary School	
Pay policy	School central server via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	
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.	Finance Policy, GCC Payroll/ SAP, School central server- Capita FMS via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	£36
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.	Pay policy, School central server via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Finance Policy, Petty Cash Folder & expense form via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	£9
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 or website)	
School profile (if any) And in all cases: - 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 - Summary - Full report	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk Find an Ofsted inspection report Governor minutes (will be redacted)* via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	*£18

• Post-inspection action plan		
Performance management policy and procedures adopted by the governing body.	Pay Policy, Appraisal Policy, Capability of Staff, Staff Conduct , School central server via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	£9
Performance data or a direct link to it	https://www.compare-school-performance.service.gov.uk/	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Governor minutes (will be redacted)* via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	*£18
Safeguarding and child protection	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk admission decisions refer to Local Authority (GCC)	
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).	Clerk to Governors (minutes would be redacted)* via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	*£36
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

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.		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk Or School central server, Data Protection folder in school office via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	
Charging regimes and policies. 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. 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”).	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	<i>(hard copy or website; some information may only be available by inspection)</i>	

Curriculum circulars and statutory instruments	DfE/ GCC	
Disclosure logs	Previous FOI requests – Data Protection File via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	
Asset register	School central server, via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	
Any information the school is currently legally required to hold in publicly available registers	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
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	<i>(hard copy or website; some information may only be available by inspection)</i>	
Extra-curricular activities	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
Out of school clubs	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
Services for which the school is entitled to recover a fee, together with those fees	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk	
School publications, leaflets, books and newsletters <i>*(minimum charge dependent on request)</i>	https://www.yorkleyschool.co.uk https://www.parkendprimaryschool.co.uk or via Contact Us Parkend Primary School or Contact Us Yorkley Primary School	£3*

Additional Information		
Section used to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

This section describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @£0.0029 per sheet (black & white)	Actual cost incurred by the school
	Photocopying/printing @ £0.0290 per sheet (colour)	Actual cost incurred by the school
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (<i>quote the actual statute</i>)
Other	Staff Costs	£25/ hour