

## Freedom of Information

### Guide to information available from Ottery St Mary Primary School under the model publication scheme

<b>Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website Hardcopy</p>	<p>Free Free</p>
Who’s who in the school	<p>Website Hardcopy</p>	<p>Free Free</p>
Who’s who on the governing body / board of governors and the basis of their appointment	<p>Website Hardcopy</p>	<p>Free Free</p>
Instrument of Government / Articles of Association	<p>Hardcopy</p>	<p>Free</p>

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website Hardcopy	Free Free
School prospectus (if any)	Website Hardcopy	Free Free
Annual Report (if any)	Website Hardcopy	Free Free
Staffing structure	Website Hardcopy	Free Free
School session times and term dates	Website Hardcopy	Free Free
Address of school and contact details, including email address.	Website	Free

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<p><b>Class 2 – What we spend and how we spend it</b> (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>		
Annual budget plan and financial statements	Hard copy	Free
Capital funding	Hard copy	Free
Financial audit reports	Hard copy	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Free
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has	Hard copy	Free

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done so on its behalf (for example, a local authority or diocese).		
Pay policy	Hard copy	Free
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	Free
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.	Hard copy	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	Free

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<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website	Free

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<ul style="list-style-type: none"> <li>• Post-inspection action plan</li> </ul>		
Performance management policy and procedures adopted by the governing body.	Hard copy	Free
Performance data or a direct link to it	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy	Free
Safeguarding and child protection	Website Hardcopy	Free Free

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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website Hard copy</p>	<p>Free Free</p>
<p>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).</p>	<p>Website Hard copy</p>	<p>Free Free</p>
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>	<p>(hard copy or website)</p> <p>Website</p>	<p>Free</p>

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<p>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"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Website	Free
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes.</p>	Website	Free



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<p>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><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	N/A	
Disclosure logs	Hard copy	Free
Asset register	Hard copy	Free

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Any information the school is currently legally required to hold in publicly available registers	Hard copy	Free
<p><b>Class 7 – The services we offer</b>            (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	Free
Out of school clubs	Website Hard copy	Free Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	Free

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School publications, leaflets, books and newsletters	Website Hard copy	Free Free
<p><b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
<p>All information requests will be accepted as long as a reason for request is justified.</p> <p>Hard Copies will be sent in an electronic format where possible. Where copies are sent electronically no charge will be made.</p>	Hard Copy Electronic Copy	Charge Free

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#### **SCHEDULE OF CHARGES**

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing per sheet 10p – Black & White 50p – Colour	Actual cost
	Postage – Royal Mail 2 <sup>nd</sup> Class (unless alternative requested/deemed appropriate)	*Actual cost in accordance with Royal Mail's published tariff.

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<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority