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# Published Guide to Information

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| **Information to be published** | **How the information can be obtained** | **Cost, per sheet** |  |
| **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)  Web Site/ Hard Copy |  |
| Who’s who in the school | Web Site/ Hard Copy |  |
| Who’s who on the governing body and the basis of their appointment | Web Site/ Hard Copy |  |
| Instrument of Government   * The name of the school * The category of the school * The name of the governing body * The manner in which the governing body is constituted * The term of office of each category of governor if less than 4 years * The name of anybody entitled to appoint any category of governor * Details of any trust * If the school has a religious character, a description of the ethos * The date the instrument takes effect | Hard Copy | £0.20 |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)) | Web Site/ Hard Copy |  |
| School prospectus   * the name, address and telephone number of the school, and the type of school * the names of the head teacher and chair of governors * information on the school policy on admissions * a statement of the school's ethos and values * details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils * information about the school's policy on | Web Site/ Hard Copy |  |

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| providing for pupils with special educational needs   * number of pupils on roll and rates of pupils’ authorised and unauthorised absences * National Curriculum assessment results for appropriate Key Stages, with national summary figures * the arrangements for visits to the school by prospective parents * school session times |  |  |  |
| Governors Annual Report   * details of the governing body and their category of membership ,clearly identifying the chair, vice-chair and secretary. * a statement on progress in implementing the action plan drawn up following an inspection * a financial statement, including gifts made to the school and amounts paid to governors for expenses * a description of the school’s arrangements for security of pupils staff and the premises * information about the implementation of the governing body’s policy on pupils with special educational needs (SEN) and any changes to the policy during the last year * Arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils (Article   8 of the 96 order refers)   * Description of the steps taken to implement special needs policies, in accordance with article 9 of the order. * a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with   disabilities to the school   * a statement of policy on whole staff development identifying how teachers’ professional development impacts on teaching and learning * number of pupils on roll and rates of pupils’ authorised and unauthorised absence * National Curriculum assessment results for appropriate Key Stages, with national   summary figures   * a statement of the extent to which proposals in the post- inspection action plan have been carried into effect | Hard Copy | £0.20 |

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| * details of schools involvement in Education for Mutual Understanding (EMU) * NB: It is not a statutory requirement that the school is involved in EMU, but the school should state any involvement where applicable. |  |  |  |
| Staffing structure | Hard Copy | £0.20 |
| School session times and term dates | Web Site/ Hard Copy |  |
| **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)  Hard Copy | £0.20 |
| Annual budget plan and financial statements | Hard Copy | £0.20 |
| Capitalised funding | Hard Copy | £0.20 |
| Additional funding | Hard Copy | £0.20 |
| Procurement and projects | Hard Copy | £0.20 |
| Pay policy | Hard Copy | £0.20 |
| Staffing and grading structure | Hard Copy | £0.20 |
| Governors’ allowances | Hard Copy | £0.20 |
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| **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)  Hard Copy | £0.20 |
| School profile   * Government supplied performance data * The latest Ofsted report   + Summary   + Full report | Web site/ Hard Copy  Web site/ Hard Copy |  |
| Appraisal policy and procedures adopted by the governing body. | Hard Copy | £0.20 |
| Schools future plans | Hard Copy | £0.20 |
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| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous three years as a | (hard copy or website) |  |

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| minimum |  |  |  |
| Admissions policy/decisions (not individual admission decisions) | Web site/ Hard Copy |  |
| Agendas of meetings of the governing body and (if held) its sub-committees | Hard Copy | £0.20 |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings. | Hard Copy | £0.20 |
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| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | (hard copy or website) |  |
| School policies including:   * 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 * Staff Appraisal policy | Web site/ Hard Copy  Hard Copy  Web site/ Hard Copy  Hard Copy  Hard Copy  Hard Copy  Hard Copy  Hard Copy  Hard Copy  Hard Copy | £0.20  £0.20  £0.20  £0.20  £0.20  £0.20  £0.20  £0.20 |
| Pupil and curriculum policies, including:   * Home-school agreement * Curriculum * Sex education * Special educational needs * Accessibility * Equality Plan * Collective worship * Safeguarding * Pupil discipline | Hard Copy  Hard Copy  Web Site/ Hard Copy  Web Site/ Hard Copy  Hard Copy  Hard Copy  Hard Copy  Web site/ Hard Copy  Web site/ Hard Copy | £0.20  £0.20  £0.20  £0.20  £0.20 |
| Records management and personal data policies, including:   * Information security policies * Records retention destruction and archive policies * Data protection (including information sharing policies) | Hard Copy  Hard Copy  Hard Copy | £0.20  £0.20  £0.20 |
| Charging regimes and policies. | Web Site/ Hard Copy |  |

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| 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. |  |  |
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| **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 |  |  |
| Disclosure logs | Hard Copy | £0.20 |
| Asset register | Hard Copy | £0.20 |
| Any information the school is currently legally  required to hold in publicly available registers  **(THIS DOES NOT INCLUDE THE**  **ATTENDANCE REGISTER)** | Hard Copy | £0.20 |
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| **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 | (hard copy or website; some information may only be available by inspection) |  |
| Extra-curricular activities | Hard Copy |  |
| Out of school clubs | Hard Copy |  |
| School publications - Newsletters | Web site/ Hard Copy |  |
| Services for which the school is entitled to recover a fee, together with those fees |  |  |
| Leaflets books and newsletters | Web site/ Hard Copy |  |
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| **Additional Information**  This will provide schools with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact details:**

**Our website is at** [**www.edithcavellprimary.co.uk**](http://www.edithcavellprimary.co.uk/)

# 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to:

***Head teacher***

***Edith Cavell Primary School***

***Manton Lane***

***Bedford***

***MK41 7NH***

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner’s Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

***Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9***

***5AF***

*or*

**Enquiry/Information Line: 0303 123 1113**

**E Mail:** [**casework@ico.org.uk**](mailto:casework@ico.org.uk)

**Website :** [**www.ico.org.uk**](http://www.informationcommissioner.gov.uk/)

# Appendix A

**EDITH CAVELL PRIMARY SCHOOL**

**Freedom of Information Publication Scheme**

**Further documents held by the school**

Name of Document Description

# Appendix B SCHEDULE OF CHARGES

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

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying/printing @ 20p per sheet (black & white) | Actual cost \* |
|  | Photocopying/printing @ 30p per sheet (colour) | Actual cost |
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|  | Postage | Actual cost of Royal Mail standard 2nd class |
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| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
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| **Other** |  |  |
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## \* the actual cost incurred by the public authority