

Freedom of Information

Guide to information available from St. Margaret's Church of England Primary School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Information to be published. This includes datasets where applicable – please see "How to complete the Guide to Information".	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website www.st-margarets-pri.lincs.sch.uk</p> <p>Hard Copy Contact school office</p>	<p>Free</p> <p>Free Postage at cost</p>

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Who's who in the school	Website www.st-margarets-pri.lincs.sch.uk Hard Copy Contact school office	Free Free Postage at cost
Who's who on the governing body / board of governors and the basis of their appointment	Website www.st-margarets-pri.lincs.sch.uk Hard Copy Contact school office	Free Free Postage at cost
Instrument of Government / Articles of Association	Hard Copy Contact school office	Free Postage at cost
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website www.st-margarets-pri.lincs.sch.uk Hard Copy Contact school office	Free Free Postage at cost

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School prospectus (if any)	Website www.st-margarets-pri.lincs.sch.uk Hard Copy Contact school office	Free Free Plus postage at cost
Annual Report (if any)	N/A	
Staffing structure	Hard Copy Contact school office	Free Plus postage at cost
School session times and term dates	Website www.st-margarets-pri.lincs.sch.uk Hard Copy Contact school office	Free Free Plus postage at cost
Address of school and contact details, including email address.	Website www.st-margarets-pri.lincs.sch.uk	Free

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	Hard Copy Contact school office	Free Plus postage at cost
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		
Annual budget plan and financial statements	Hard Copy Contact school office	5p per sheet Plus postage at cost
Capital funding	Hard Copy Contact school office	5p per sheet Plus postage at cost
Financial audit reports	Hard Copy Contact school office	5p per sheet Plus postage at cost
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy Contact school office	5p per sheet Plus postage at cost

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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).	Hard Copy Contact school office	5p per sheet Plus postage at cost
Pay policy	Hard Copy Contact school office	5p per sheet Plus postage at cost
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.	N/A	
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 Contact school office	5p per sheet Plus postage at cost
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy Contact school office	5p per sheet Plus postage at cost

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<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>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data 	<p>N/A</p> <p>Link available on website www.st-margarets-pri.lincs.sch.uk</p>	<p>Free</p> <p>5p Plus postage at cost</p>

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<ul style="list-style-type: none"> The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	<p>Hard Copy Contact school office</p> <p>Website (full report) www.st-margarets-pri.lincs.sch.uk</p> <p>Hard Copy Contact school office</p> <p>N/A</p>	<p>Free</p> <p>5p Plus postage at cost</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard Copy Contact school office</p>	<p>5p per sheet Plus postage at cost</p>
<p>Performance data or a direct link to it</p>	<p>Hard Copy Contact school office</p>	<p>5p per sheet Plus postage at cost</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Hard Copy when applicable Contact school office</p>	<p>5p per sheet Plus postage at cost</p>

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Safeguarding and child protection	Hard Copy Contact school office	5p per sheet Plus postage at cost
<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>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard Copy Contact school office	5p per sheet Plus postage at cost
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).	Hard Copy Contact school office	5p per sheet Plus postage at cost

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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.</p>	<p>Some policies and full list of policies available on website www.st-margarets-pri.lincs.sch.uk</p> <p>Hard Copy Contact school office</p>	<p>Free</p> <p>5p per sheet Plus postage at cost</p>
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<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>Hard Copy Contact school office</p>	<p>5p per sheet Plus postage at cost</p>
<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>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>Website www.st-margarets-pri.lincs.sch.uk</p> <p>Hard Copy Contact school office</p>	<p>Free</p> <p>5p per sheet Plus postage at cost</p>

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Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Inspection Only Contact school office	
Disclosure logs	Hard Copy Contact school office	5p per sheet Plus postage at cost
Asset register	Hard Copy Contact school office	5p per sheet Plus postage at cost
Any information the school is currently legally required to hold in publicly available registers	Inspection Only Contact school office	

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<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>		
Extra-curricular activities	Hard Copy Contact school office	5p per sheet Plus postage at cost
Out of school clubs	Hard Copy Contact school office	5p per sheet Plus postage at cost
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy Contact school office	5p per sheet Plus postage at cost
School publications, leaflets, books and newsletters	Inspection Only Contact school office	

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<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
<p>Please contact the school office if you require anything not listed above.</p>		

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	If applicable	In accordance with the relevant legislation (quote the actual statute)