

## Freedom of Information

### Guide to information available from Fowlmere Primary School under the model publication scheme

<b>Information to be published.</b> <b>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>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)	
Who's who in the school	School Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	School Website	Free
Instrument of Government	School Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website	Free

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School prospectus (if any)	By request from the school office	Free
Staffing structure	By request from the school office	Free
School session times and term dates	School Website	Free
Address of school and contact details, including email address.	School Website	Free
<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)  Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	Funding is available from the	Free

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	Cambridgeshire County Council Website.	
	CFR returns are available from the DfE Financial Benchmarking website linked from the school website.	Free
	The current income and expenditure plan is available by request from the school office.	Free
Capital funding	By request from the school office	Free
Financial audit reports	By request from the school office.	5p per sheet

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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	By request from the school office	Free
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).	By request from the school office	Free
Pay policy	By request from the school office	5p per sheet
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.	By request from the school office	5p per sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership	By request from the school office	5p per sheet

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Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	By request from the school office	5p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hard copy or website)	
<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> </ul>	DfE Compare School Performance Website	Free

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<ul style="list-style-type: none"> <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> <li>• Post-inspection action plan</li> </ul>	<p>linked from the School Website</p> <p>Ofsted Website linked from the School Website</p> <p>By request from the school office</p>	<p>Free</p> <p>5p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>By request from the school office</p>	<p>5p per sheet</p>
<p>Performance data or a direct link to it</p>	<p>DfE Compare School Performance Website linked from the School Website</p>	<p>Free</p>

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The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Website (Governor Minutes)	Free
Safeguarding and child protection policy and procedures	School Website	Free
<b>Class 4 – How we make decisions</b> (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	Cambridgeshire County Council Website linked from the School Website	Free
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).	Full Governing Body Meetings: School Website	Free

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	Committee Meetings: by request from the school office	5p per sheet
<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. 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>	(hard copy or website)	



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Records management and personal data policies, including: <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>	School Website	Free
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").	School Website	Free
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may	

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Currently maintained lists and registers only (this does not include the attendance register).	only be available by inspection)	
Curriculum circulars and statutory instruments	DfE Website via gov.uk	Free
Disclosure logs	By request from the school office	5p per sheet
Asset register	By inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	By request from the school office	5p per sheet
<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)  Current information only	(hard copy or website; some information may only be available by inspection)	

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Extra-curricular activities	School Website  By request from the school office	Free
Out of school clubs	School Website	Free
Services for which the school is entitled to recover a fee, together with those fees	School Website	Free
School publications, leaflets, books and newsletters	School Website	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 @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

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