

## Freedom of Information – July 2016

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

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Prospectus or website	Nil
Who's who in the school	Prospectus or website	Nil
Who's who on the governing body and the basis of their appointment	Prospectus or website	Nil
Instrument of Government	Hard copy or website	10p
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address)	Prospectus or website	Nil
School prospectus	Prospectus or website	Nil
Annual Report	N/A	Nil
Staffing structure	Website, Prospectus or staff handbook	Nil
School session times and term dates	Website, Prospectus or staff handbook	Nil
<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)	Hard copy	50p
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	£3.00

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Capitalised funding	Hard copy	20p
Additional funding	Hard copy	20p
Procurement and projects	Hard copy	£2.50
Pay policy	Hard copy	£2.00
Staffing and grading structure	Hard copy	30p
Governors' allowances	Hard copy	90p
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Current information as a minimum		
Performance management policy and procedures adopted by the governing body.	Hard copy	£2.00
Schools future plans	Hard copy	80p
Every Child Matters – policies and procedures	Refer to LA	Nil
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website	Nil
Agendas of meetings of the governing body and (if held) its sub-committees	Website	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	£3.00
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services)	(hard copy or website)	

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and responsibilities)		
Current information only		
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Hard copy	Nil
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	Website	Nil

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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>	Hard copy	@ 20p
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.	Hard copy	30p
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	On line	Nil
Disclosure logs	Not available	
Asset register	See school inventory	Nil
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )		
<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	Hard copy or website	Nil
Out of school clubs	Hard copy or Website	Nil
School publications	Hard copy or website	Nil
Services for which the school is entitled to recover a fee, together with those fees	LA	
Leaflets books and newsletters	Hard copy or website	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

#### Contact details:

**College Road Primary School  
Keyham  
Plymouth  
Devon  
PL2 1NS**

#### 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 @ ..p per sheet (black & white)	Actual cost * 10p
	Photocopying/printing @ ..p per sheet (colour)	Actual cost 12p
	Postage as cost	Actual cost of Royal Mail

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		standard 2 <sup>nd</sup> class
<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

Signed by Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_