

Freedom of Information

Guide to information available from The Priory Primary School under the model publication scheme

Information to be published.	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>	website	free
Who's who in the school	website	free
Who's who on the governing body / board of governors and the basis of their appointment	website	free

Freedom of Information

Guide to information available from The Priory Primary School under the model publication scheme

Instrument of Government / Articles of Association/Academy Funding Agreement/Academy order	Hard copy	Cost as below
Contact details for the Head teacher and for the governing body, via the school	website	free
School prospectus	website	free
Staffing structure	website	free
School session times and term dates	website	free
Address of school and contact details, including email address.	website	free

Freedom of Information

Guide to information available from The Priory Primary School under the model publication scheme

What we spend and how we spend it		
Annual budget plan and financial statements	Published accounts on website (3 years) Budget plan – hard copy	free
Capital funding	Shows in financial statements	free
Financial audit reports	Hard copy	Cost per copy as below
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Cost per copy as below

Freedom of Information

Guide to information available from The Priory Primary School under the model publication scheme

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.	Hard copy	Cost per copy as below
Pay policy	website	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.	Within financial statements (website)	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.	See pay policy - website	free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Within financial statements	free

Freedom of Information

Guide to information available from The Priory Primary School under the model publication scheme

What our priorities are and how we are doing		
<ul style="list-style-type: none"> • Performance data supplied to the Government • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	website	free
Performance management policy and procedures adopted by the governing body.	website	free

Freedom of Information

Guide to information available from The Priory Primary School under the model publication scheme

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	Cost per copy see below
Safeguarding and child protection	website	free
How we make decisions		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website/hard copy	Free or cost per copy see below
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).	website	free

Freedom of Information

Guide to information available from The Priory Primary School under the model publication scheme

Our policies and procedures		
Statutory school policies and documents as required by the DfE	Website/hard copy	Free or cost per copy see below
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	website	free
Charging regimes and policies.	website	free
Lists and Registers		
Curriculum circulars and statutory instruments	Hard copy	Cost per copy

Freedom of Information

Guide to information available from The Priory Primary School under the model publication scheme

		see below
Disclosure logs	Hard copy	Cost per copy see below
Asset register	Hard copy	Cost per copy see below
Any information the school is currently legally required to hold in publicly available registers	Hard copy	Cost per copy see below
The services we offer		

Freedom of Information

Guide to information available from The Priory Primary School under the model publication scheme

Extra-curricular activities	website	free
Out of school clubs	website	free
Services for which the school is entitled to recover a fee, together with those fees	website	free
School publications, leaflets, books and newsletters	website	free

SCHEDULE OF CHARGES

Freedom of Information

Guide to information available from The Priory Primary School under the model publication scheme

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 @ 1p per sheet (black & white)	Actual cost - 0.5p per sheet
	Photocopying/printing @ 3p per sheet (colour)	Actual cost - 2.5p
	Postage - 55p	Actual cost of Royal Mail standard 2 nd class - 55p