

# FREEDOM OF INFORMATION

## GUIDE TO INFORMATION AVAILABLE FROM: Ilchester Community Primary School January 2017 UNDER THE MODEL PUBLICATION SCHEME

Who we are and what we do  
(Organisational information, structures, locations and contacts)  
This will be current information only

Information to be published	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	<a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy	-
Instrument of Government/Articles of Association	Contact the Clerk to the Governors - School Office	-
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	<a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy	-
School prospectus	<a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy	-
Annual Report	<a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy	-
Staffing structure	<a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy	-
School session times and term dates	<a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy	-
Address of school and contact details, including email address.	<a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy	-

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**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**

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copies from the School Business Manager	-
Capital funding	Hard copies from the School Business Manager	-
Financial audit reports	Hard copies from the School Business Manager	-
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copies from the School Business Manager	-
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 copies from the School Business Manager	-
Pay policy	Contact the School Office / Clerk to the Governors	-
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.	Hard copies from the School Business Manager	-
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or	Contact the Headteacher via the School Office	-

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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.	Hard copies from the Clerk to the Governors	-

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### What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

#### Current information as a minimum

Information to be published	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied by the government, or a direct link to the data</li> <li>• The latest Ofsted               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Department for Education Website  Department for Education Website  <a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy <a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy  Contact the Headteacher via the School Office	-  -
Performance management policy and procedures adopted by the governing body.	Hard copies from the Clerk to the Governors	-
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 copies from the School Office	-
Safeguarding and child protection	Contact the Headteacher via the School Office	

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### How we make decisions Current and previous three years as a minimum

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Somerset County Council Admissions 0845 456 4038 <a href="http://www.somerset.gov.uk/admissions">www.somerset.gov.uk/admissions</a> <a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a>	-
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 copies from the Clerk to the Governors	-

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### Our policies and procedures

#### 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. These will include policies and procedures for handling information requests.

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School Policies and other documents	<a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy	-
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 copies from the Business Manager	-
Equality and diversity policies	Hard copies from the Clerk to the Governors	
Policies and procedures for the recruitment of staff	Hard copies from the Clerk to the Governors	
Charging regimes and policies.	Hard copies from the Business Manager	

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### Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	Hard copies from the School Office / Clerk to the Governors	
Disclosure logs	Hard copies from the Business Manager	
Asset register	Inspection only	-
Any information the school is currently legally required to hold in publicly available registers	Inspection only	-

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The services we offer  
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

### Current information only

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	<a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy	-
Out of school clubs	<a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy	-
Services for which the school is entitled to recover a fee, together with those fees		-
School publications, leaflets, books and newsletters	<a href="http://www.ilchestercommunityprimary.com">www.ilchestercommunityprimary.com</a> or contact the School Office for a hard copy	-
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		-

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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
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		