

## Freedom of Information

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

<b>Information to be published. 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>		
Who’s who in the school	On website	
Who’s who on the governing body / board of governors and the basis of their appointment	On website	
Instrument of Government / Articles of Association	On website	

## Freedom of Information

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

Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	On website	
Staffing structure	On website	
School session times and term dates	On website	
Address of school and contact details, including email address.	On website	
<b>Class 2 – What we spend and how we spend it</b>		
Annual budget plan and financial statements	Hard copy available on	5p per

## Freedom of Information

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

	request- contact school office	page
Capital funding	Hard copy available on request- contact school office	5p per page
Financial audit reports	Hard copy available on request- contact school office	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy available on request- contact school office	5p per page
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 available on request- contact school office	5p per page
Pay policy	Hard copy available on request- contact school	5p per page

## Freedom of Information

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

	office	
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 copy available on request- contact school office	5p per page
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 available on request- contact school office	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy available on request- contact school office	5p per page
<b>Class 3 – What our priorities are and how we are doing</b>		

## Freedom of Information

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

<p>And in all cases:</p> <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> <li>• The latest Ofsted Report</li> <li>• Post-inspection action plan</li> </ul>	On website	
Performance management policy and procedures adopted by the governing body.	Hard copy available on request- contact school office	5p per page
Performance data or a direct link to it	On website	
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 available on request- contact school	5p per page

## Freedom of Information

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

	office	
Safeguarding and child protection policy	Website	
<b>Class 4 – How we make decisions</b>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	
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 available on request- contact school office	5p per page
<b>Class 5 – Our policies and procedures</b>		
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>	Website	

## Freedom of Information

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

Charging regimes and policies.	Website	
<b>Class 6 – Lists and Registers</b>		
Curriculum circulars and statutory instruments	Website	
Disclosure logs	Inspection only-contact school	
Asset register	Inspection only-contact school	
Any information the school is currently legally required to hold in publicly available registers	Inspection only-contact school	
<b>Class 7 – The services we offer</b>		
Extra-curricular activities	Website	

## Freedom of Information

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

Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets, books and newsletters	Website	



## Freedom of Information

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

### **SCHEDULE OF CHARGES**

<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 5p
	Photocopying/printing @ 10 p per sheet (colour)	Actual cost 10p
	Postage 75p	Actual cost of Royal Mail standard 2 <sup>nd</sup> class 75p
<b>Statutory Fee</b>	In accordance with the relevant legislation (quote	Not applicable

## Freedom of Information

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

	the actual statute)	
--	---------------------	--