

Freedom of Information Act

Guide to information available from St Peter's CE Primary & Nursery School

2019

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website/School Prospectus	
Who's who in the school	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Hard Copy	1p per copy + 61p postage
Contact details for the Head teacher and for the governing body via the school office	Website	
School prospectus	Hard Copy/Website	
Staffing structure	Hard Copy	1p per copy + 61p postage
School session times and term dates	Website	
Class 2 – 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		

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Annual budget plan and financial statements	Hard Copy	1p per copy + 61p postage
Capitalised funding	Hard Copy	1p per copy + 61p postage
Additional funding	Hard Copy/Website	1p per copy + 61p postage
Procurement and projects	Hard Copy	1p per copy + 61p postage
Pay policy	Hard Copy	1p per copy + 61p postage
Staffing and grading structure	Hard Copy	1p per copy + 61p postage
Governors' allowances	Hard Copy	1p per copy + 61p postage
Finance Policy	Hard Copy	1p per copy + 61p postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information as a minimum		
Government supplied performance data	Hard Copy	1p per copy +

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The latest Ofsted report - Summary - Full report	Website	61p postage
<ul style="list-style-type: none"> Appraisal policy and procedures adopted by the governing body. 	Hard Copy	1p per copy + 61p postage
School Development Plan	Hard Copy/Website	1p per copy + 61p postage
SEF (Schools Evaluation Form)	Hard Copy	1p per page + 61p postage
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions)	Hard Copy	1p per page + 61p postage
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy	1p per page + 61p postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy	1p per page + 61p postage

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none">• Charging and remissions policy• Health and Safety• Complaints procedure• Code of conduct policy• Discipline and grievance policy• Staffing structure• Equality plan	Hard Copy	1p per page + 61p postage
Pupil and curriculum policies, including: <ul style="list-style-type: none">• Home-school agreement• Curriculum subjects• Relationships and sex education• Special educational needs• Equality Plan• Collective worship• Behaviour• Child protection	Hard Copy Website	1p per page + 61p postage

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Records management and personal data policies, including: <ul style="list-style-type: none"> • Information and ICT policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard Copy	1p per page + 61p postage
<ul style="list-style-type: none"> • Charging and remissions policy <p>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.</p>	Hard Copy	1p per copy + 61p postage
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard Copy	
Disclosure logs	Hard Copy	1p per copy + 61p postage
Asset Management Plan	Hard Copy	1p per copy+ 61p postage
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy	1p per copy + 61p postage

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Class 7 – The services we offer (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)	
Extra-curricular activities	Hard Copy	1p per copy + 61p postage
School publications	Hard Copy	1p per copy + 61p postage
Services for which the school is entitled to recover a fee, together with those fees - Lettings	Hard Copy	1p per copy + 61p postage
Leaflets books and newsletters	Hard Copy	1p per copy + 61p postage
Additional Information		

Contact details:

St Peter's CE Primary & Nursery School

Shrubbery Gardens

Wem

Shropshire SY4 5BX

Tel: 01939 232292

Email: admin@st-peters.shropshire.sch.uk

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ .1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ .5p per sheet (colour)	Actual cost
	Postage @ 61p	Actual cost of Royal Mail standard 2 nd class 61p
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the School.

Policy written by Richard Hunter

Summer 2019

Policy to be reviewed: Summer 2022