

**Offwell C of E Primary School
Freedom of Information**

Guide to information available from Offwell C of E Primary School under the model publication scheme



Information to be published	How the information can be obtained							£
	School office	Website	prospectus	Governor minutes	newsletters	Request to headteacher	other	
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		x	x					
Who's who in the school		x	x					
Who's who on the governing body and the basis of their appointment		x	x	X			Request to clerk via school office	
Instrument of Government							Request to clerk via school office	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	x	x	x		X			
School prospectus	x	X						
Annual Report (no longer required)							School will produce in form of extended newsletter	
Staffing structure	x		x				Appendix to pay policy	
School session times and term dates	x	x	x		X			
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				x		X	
Capitalised funding						X	
Additional funding						X	
Procurement and projects						X	
Pay policy	X					x	
Staffing and grading structure						X	
Governors' allowances						x	Policy request
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							
School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	x	x				X	NB as a small school performance data will not published should individual children be identifiable.
Appraisal policy and procedures adopted by the governing body.	x					x	
Schools future plans				X	x	x	
School Improvement Plan Overview	x	x		x	x		

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum								
Admissions policy/decisions (not individual admission decisions)	x	x	X					
Agendas of meetings of the governing body and (if held) its sub-committees						x	Request to Clerk via school office	
Minutes of meetings of the full governing body – nb this will exclude information that is properly regarded as private to the meetings.	x	x		x		x		
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 • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Freedom of Information Guidance • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	X X X x X X X	X X X X X				X X X x	Prospectus lists policies and how to obtain copies	

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Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Curriculum Statement • Relationships and Changes education (SRE Policy) • Special educational needs • Accessibility • Equality and Cohesion Policy • Collective worship • Pupil discipline 	X	X						Prospectus lists policies and how to obtain copies
Records management and personal data policies, including: <ul style="list-style-type: none"> • General Data Protection Regulation policies • Records retention destruction and archive policies 	X					X		
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.	x	X						

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Class 6 – Lists and Registers								
Currently maintained lists and registers only								
Curriculum circulars and statutory instruments	X							
Disclosure logs						X		
Asset register						X		
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)						X		
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								
Extra-curricular activities	X	x	X		X			
Out of school clubs	X	x	X		X			
School publications	x	x			X			
Services for which the school is entitled to recover a fee, together with those fees						X		
Leaflets books and newsletters	x	x						
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above								

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Contact details:

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SCHEDULE OF CHARGES

If the request is unfounded or excessive or if it is repetitive or asks for further copies of the same information, we can either refuse it or charge a reasonable fee.