

## Freedom of Information

### Guide to information available from Pickering Community Infant & Nursery School under the model publication scheme

<b>Information to be published.</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	School website or upon request	
Who's who on the governing body / board of governors and the basis of their appointment	School website or upon request	
Instrument of Government / Articles of Association	By inspection	

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Contact details for the Head teacher and for the governing body, via the school.	School website or via school office	
School prospectus	School website or school brochure	
Annual Report (if any)	School website	
Staffing structure	School website	
School session times and term dates	School website	
Address of school and contact details, including email address.	School website	

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<b>Class 2 – What we spend and how we spend it</b>		
Annual budget plan and financial statements	Upon request	
Capital funding	Upon request	
Financial audit reports	Upon request	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Upon request	
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).	Upon request	

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Pay policy	Upon request	
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.	Upon request	
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.	Upon request	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Upon request	
<b>Class 3 – What our priorities are and how we are doing</b>		

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<ul style="list-style-type: none"> <li>• Performance data supplied to the DfE</li> <li>• The latest Ofsted Inspectorate report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Link on website</p> <p>School website</p> <p>Upon request</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Upon request</p>	
<p>Performance data or a direct link to it</p>	<p>School website</p>	

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The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School website (where applicable)	
Safeguarding and child protection	School website or upon request	
<b>Class 4 – How we make decisions</b>		
Admissions policy/decisions (not individual admission decisions) – where applicable	School website or upon request	
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).	By inspection	
<b>Class 5 – Our policies and procedures</b>		
Records management and personal data policies, including:		

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<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>	<p>School website or upon request</p> <p>Upon request</p> <p>School website or upon request</p>	
Charging regimes and policies.	School website or upon request	
<b>Class 6 – Lists and Registers</b>		
Curriculum circulars and statutory instruments	By inspection	
Disclosure logs	By inspection	
Asset register	By inspection	
Any information the school is currently legally required to hold in publicly available registers	By inspection	

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<b>Class 7 – The services we offer</b>		
Out of school clubs	School website or via school office	
Services for which the school is entitled to recover a fee, together with those fees	School office	
School publications, leaflets, books and newsletters	School website or upon request	
<b>Additional Information</b>		



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#### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing  B/W – Single sided 1-99 copies @ 8p/sheet 100+ copies @ 6p/sheet  B/W – Double sided 1-99 copies @ 12p/sheet 100+ copies @ 10p/sheet	Actual cost*
	Photocopying/printing  Colour – Single sided	Actual cost*

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	1-99 copies @ 40p/sheet 100+ copies @ 30p/sheet  Colour – Double sided 1-99 copies @ 60p/sheet 100+ copies @ 50p/sheet	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority