

Freedom of Information

Guide to information available from Orleans Primary School under the model publication scheme

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) This will be current information only	(hard copy and/or website)	
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Via request to the Head	10p per copy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School Office	View only
School prospectus	Website	Free
Annual Report	Website	Free
Staffing structure	School Office	View only
School session times and term dates	Website	Free

Freedom of Information

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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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy Business Manager	10p per sheet
Capitalised funding	Hard copy Business Manager	10p per sheet
Additional funding	Hard copy Business Manager	10p per sheet
Procurement and projects	Hard copy Business Manager	10p per sheet
Pay policy	Hard copy Business Manager	View only
Staffing and grading structure	Hard copy Business Manager	View only
Governors' allowances	N/A	

Freedom of Information

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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	(hard copy or website)	
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	Via school profile on website Via link on website	Free Free
Performance management policy and procedures adopted by the governing body.	Upon request from school	
Schools future plans	Upon request from school	

Freedom of Information

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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	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Upon written request to Chair of Governing Body	
Minutes of meetings (as above) – n.b this will exclude information that is properly regarded as private to the meetings.	Upon written request to Chair of Governing Body	

Freedom of Information

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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	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Whistleblowing policy • Discipline and grievance policies • Data Protection Policy • Single Equality Policy • Safer Recruitment Policy 	On website Upon request from school On website Upon request www.richmond.gov.uk inspection copy available upon request On website On website On website	Free Free
Pupil and curriculum policies, including:		

Freedom of Information

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<ul style="list-style-type: none"> • Home-school agreement • PSHE Policy (including Sex Education) • Special educational needs • Accessibility • Single Equality Policy • Collective worship • Careers education • Pupil discipline 	<p>Upon request from school</p> <p>Upon request from school</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>RE Policy available from school upon request</p> <p>Behaviour policy on school website</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Data Protection Policy • Keeping/Filing Personnel Records 	<p>Via School Office</p> <p>Website</p> <p>Website</p>	<p>Free</p>
<p>Charging regimes and policies.</p> <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>	<p>Upon request from School</p>	<p>Free</p>

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Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Via school office	
Asset register	Hard copy Business Manager	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	None	
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	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those	Via School Office	

Freedom of Information

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fees		
Newsletters	Website/School Office	Free

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
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class Bring in a stamped, addressed envelope
Statutory Fee		<p>In accordance with the relevant legislation 'The appropriate cost limit for a request is £600 for central government and Parliament and £450 for other public authorities. When a request is received we will estimate how much it will cost to deal with it, and if it will be within this limit.</p> <p>When estimating the cost of compliance, we consider:</p> <ul style="list-style-type: none">• Determining whether it holds the information requested• Locating the information• Retrieving such information or documents• The cost of staff time associated with these activities is currently calculated at £25 per hour. <p>We do not take the time spent considering whether or not information is exempt from release into account when estimating the cost of compliance.</p>

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