

Freedom of Information

Guide to information available from Castle Vale Nursery School under the model publication scheme

Version:	3	Model by:	ICO	Ratified on:	7 th May 2019
Date written:		Frequency:	Annually	Review date:	May 2020
Signed:				Chair of governors	

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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	Prospectus	free

Template guide to information for schools
Version 3
20130830

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	Website	
Who's who on the governing body / board of governors and the basis of their appointment	Website, GIAS	Free
Instrument of Government / Articles of Association	Website, GIAS	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website, GIAS	Free
School prospectus (if any)	Website, school office	Free
Annual Report (if any)	N/A	N/A
Staffing structure	Website	Free
School session times and term dates	Website, school office	Free

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Address of school and contact details, including email address.	Website	Free
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	On request	See pricing below
Annual budget plan and financial statements	On request	“
Capital funding	On request	“
Financial audit reports	On request	“
Details of expenditure items over £2000 – published at least annually	On request, Governing	“

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but at a more frequent quarterly or six-monthly interval where practical.	body minutes (on website)	
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).	On request	“
Pay policy	Website and on request	Free
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.	N/A	
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.	On request	“

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Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	On 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	Website	Free
School profile (if any) And in all cases: • Performance data supplied to the English or Welsh Government	N/A	

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<p>or to the Northern Ireland Executive, or a direct link to the data</p> <ul style="list-style-type: none"> The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	<p>Website, Ofsted site, On request</p> <p>On website</p>	<p>Free or price as below for hard copy</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>BCC model policy on website</p>	<p>Free</p>
<p>Performance data or a direct link to it</p>	<p>On website – HTs reports</p>	<p>Free</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>On website if appropriate</p>	<p>Free</p>

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Safeguarding and child protection	On website	Free
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) – where applicable	On website	Free
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).	On website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

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<p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	On website	Free
Charging regimes and policies.	On website	Free

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<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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>On request</p>	

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Disclosure logs	On request	
Asset register	On request	
Any information the school is currently legally required to hold in publicly available registers	On request	
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	N/A	
Out of school clubs	On website	

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Services for which the school is entitled to recover a fee, together with those fees	On website	
School publications, leaflets, books and newsletters	On website, on request	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage will be charged at	Actual cost of Royal Mail standard

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	the price of the stamps at that time – please contact school office to request accurate amount.	2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority