

## Freedom of Information

### Guide to information available from St. Stephen's CE Primary School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

<b>Information to be published.</b> <b>This includes datasets where applicable</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free
Who's who in the school	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free
Who's who on the governing body / board of governors and the basis of their		Free

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appointment	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	
Instrument of Government / Articles of Association	Please request via school office	50p
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free
School prospectus (if any)	NA	
Annual Report (if any)	NA	
Staffing structure	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free
School session times and term dates	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free



Information Commissioner's Office

Address of school and contact details, including email address.	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free

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<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Please request via school office	50p
Capital funding	Please request via school office	£1
Financial audit reports	Please request via school office	£1
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Please request via school office	£1
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).	Please request via school office	£1
Pay policy	Please request via school office	50p

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<p>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.</p>	<p>Please request via school office/ Pay Policy</p>	<p>50p</p>
<p>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.</p>	<p>Please request via school office/ Pay Policy</p>	<p>50p</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Please request via school office/ Governor Allowances Policy</p>	<p>50p</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>(hard copy or website)</p> <p>Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a></p>	<p>Free</p>

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<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training 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>Please request via school office</p> <p>Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a></p>	<p>50p</p> <p>Free</p>
<p>Performance management policy and procedures adopted by the governing body</p>	<p>Please request via school office</p>	<p>50p</p>
<p>Performance data or a direct link to it</p>	<p>Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a> OR Please request via school</p>	<p>Free</p> <p>50p</p>

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	office	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Please request via school office	50p
Safeguarding and child protection	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)  Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a> OR  Please request via school office	50p
Admissions policy/decisions (not individual admission decisions) – where applicable	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free



Information Commissioner's Office

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).	Please request via school office	50p
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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <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>(hard copy or website)</p> <p>Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a></p>	<p>Free</p>
<p>Records management and personal data policies, including:</p> <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>Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a> AND Please request via school office (Data Retention Policy)</p>	<p>Free  50p</p>
<p>Charging regimes and policies.</p>	<p>Please visit our website</p>	<p>Free</p>

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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.</p> <p>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>Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a></p>	
<p><b>Class 6 – Lists and Registers</b></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>Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a> OR By inspection</p>	<p>Free £1</p>
<p>Disclosure logs</p>	<p>By inspection</p>	<p>£1</p>
<p>Asset register</p>	<p>By inspection</p>	<p>£1</p>

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Any information the school is currently legally required to hold in publicly available registers	By inspection	£1
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a></p>	Free
Extra-curricular activities	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free
Out of school clubs	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free

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	via school office	
Services for which the school is entitled to recover a fee, together with those fees	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free
School publications, leaflets, books and newsletters	Please visit our website <a href="http://www.ststephensce.lbhf.sch.uk">www.ststephensce.lbhf.sch.uk</a>	Free
<b>Additional Information</b> 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.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 10p per sheet. Documents requested range from 5-10 pages as a minimum.
	Photocopying/printing @ 13p per sheet (colour)	Actual cost 13p per sheet. Documents requested range from 5-10 pages as a minimum.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		