



# Sedbergh Primary School

## Freedom of Information Policy

This policy was reviewed and updated based on most the most recent guidance available to school. The policy should be read in conjunction with the following policy documents:

- Child Protection Policy
- Single Equalities Policy and Scheme
- E-Safety Policy
- Data Protection Policy
- Staff and Volunteer Confidentiality Policy

Approved by: *Jonathan Taylor*

Date: *8<sup>th</sup> February 2018*

Review Date: *February 2019*

### REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
Version 1	Original	February 2015
Version 2	Review	February 2017
Version 3	Review	February 2018

If you require this document in another format; i.e. easy read, large text, audio, Braille or a community language, please contact the school office.

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## Freedom of Information Policy Sedbergh Primary School

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts This will be current information only	Hard copy / available on school website	Printing costs
Who's who in the school	School website	Free
Who's who on the governing body and the basis of their appointment	School website	Free
Instrument of Government	School	Printing costs
Contact details for the Headteacher and for the governing body	School website	Free
Staffing structure	School website	Free
School session times and term dates	School website	Free
<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 Current and previous financial year as a minimum	Hard copy / available on school website	Printing costs
Annual budget plan and financial statements	Hard copy	Printing costs
Capitalised funding	Hard copy	Printing costs
Additional funding	Hard copy	Printing costs
Procurement and projects	Hard copy	Printing costs
Pay policy	Hard copy	Printing costs
Staffing and grading structure	Hard copy	Printing costs
Governor allowances	Hard copy	
<b>Class 3 – What our priorities are and how we are doing</b> Strategies, plans, performance indicators, audits, inspections and reviews. Current information as a minimum	Hard copy / available on school website	Printing costs
The latest Ofsted report - Summary - Full report - Dashboard data	School website School website School website	
Performance management policy and procedures adopted by the governing body	School website	
<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 / available on school website	Printing costs
Admissions policy/decisions (not individual admission decisions)	Hard copy / available on school website	Printing costs
Agendas of meetings of the governing body and its committees	Hard copy / available on school website	Printing costs
Minutes of meetings (as above) – NB this will exclude information deemed confidential to the meeting	Hard copy / available on school website	Printing costs
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies, and procedures for delivering our services and responsibilities. Current information only	Hard copy / available on school website	Printing costs
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> </ul>	Hard copy / available on school website	Printing costs

<ul style="list-style-type: none"> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Equality policy</li> <li>• Staff recruitment policies</li> </ul>		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex and relationship education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Equality</li> <li>• Collective worship</li> <li>• Pupil discipline</li> </ul>	Hard copy / available on school website	Printing costs
Records management and personal data policies, including: <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>	Hard copy	Printing costs
Charging and remissions policy	Hard copy / available on school website	Printing costs
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Hard copy some information may only be available by inspection	Printing costs
Curriculum circulars and statutory instruments	Hard copy some information may only be available by inspection	Printing costs
Disclosure logs	Hard copy some information may only be available by inspection	Printing costs
Asset register	Hard copy some information may only be available by inspection	Printing costs
Any information the school is currently legally required to hold in publicly	Hard copy some information may only be available by inspection	Printing costs
<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. Current information only	Hard copy or available on school website	Printing costs
Extra-curricular activities	Hard copy or available on school website	Printing costs
Out of school clubs	Hard copy or available on school website	Printing costs
School publications	Hard copy or available on school website	Printing costs
Services for which the school is entitled to recover a fee, together with those fees	Hard copy or available on school website	Printing costs
Leaflets books and newsletters	Hard copy or available on school website	Printing costs
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

## **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 @ .5 p per sheet (black & white)	Actual cost incurred
	Photocopying/printing @ .10 p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2nd class
<b>Statutory fee</b>		<b>Statutory Fee</b> In accordance with the relevant legislation (quote the actual statute).