

Freedom of Information

Guide to information available from Holy Name Catholic 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	Hard copy Website	free
Who's who on the governing body / board of governors and the basis of their appointment	Hard copy Website	free

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Instrument of Government	Hard copy	free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy Website	free
School prospectus	Hard copy	free
Annual Report	Hard copy	free
Staffing structure	Hard copy	free
School session times and term dates	Hard copy Website	free
Address of school and contact details, including email address.	Hard copy Website	free

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	free
Capital funding	Hard copy	free
Financial audit reports	Hard copy	free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	free
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has	Hard copy	free

Template guide to information for schools

Version 3

20130830

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done so on its behalf (for example, a local authority or diocese).		
Pay policy	Hard copy	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.	Not applicable	free
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.	Hard copy	free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	free

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>Hard copy</p>	
<p>School profile</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the Welsh Government • The latest Estyn Inspectorate report <ul style="list-style-type: none"> - Summary - Full report 	<p>Hard copy</p> <p>Hard copy</p>	<p>Online</p> <p>Free</p>

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<ul style="list-style-type: none"> • Post-inspection action plan • Section 50 Religious Education Inspection report • Post-inspection action plan 	Hard copy	free
Performance management policy and procedures adopted by the governing body.	Hard copy	Cost of pages x bw photocopying charge below
Performance data or a direct link to it	Hard copy Link to website	free
The school's future plans; for example, proposals for and any	Not applicable at	

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consultation on the future of the school, such as a change in status	present	
Safeguarding and child protection	Hard copy	Cost of pages x bw photocopying charge below
	Website	free
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) –	Hard copy	free

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where applicable		
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).	Hard copy	Cost of pages x bw photocopying charge below
<p>Class 5 – Our policies and procedures (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 government. These will include policies and procedures for handling information requests. In</p>	<p>Hard copy</p> <p>website</p>	<p>Cost of pages x bw photocopying charge below</p> <p>free</p>

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<p>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) 	<p>Hard copy website</p>	<p>Cost of pages x bw photocopying charge below</p>
<p>Charging regimes and policies. 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>Hard copy</p>	<p>free</p>

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<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>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy - some information may only be available by inspection)</p>	<p>Cost of pages x bw photocopying charge below</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy</p>	<p>Cost of pages x bw photocopying</p>

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		charge below
Disclosure logs (if any disclosures have been requested) – none received to date	Hard copy	free
Asset register	Hard copy	Cost of pages x bw photocopying charge below
Any information the school is currently legally required to hold in publicly available registers	Hard copy	free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by	

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Current information only	inspection) Hard copy	Cost of pages x bw photocopying charge below
Extra-curricular activities	Hard copy	free
Out of school clubs	Hard copy	free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	free
School publications, leaflets and newsletters	Hard copy Website	Free

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Additional Information		
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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.0035p per sheet (black & white) Paper @0.0035p per sheet	Actual cost *

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	Photocopying @ 0.032p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class at time of request
Statutory Fee	In accordance with fees set out by Pembrokeshire County Council	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority