

Freedom of Information

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

| Information to be published | How the information can be obtained |
|---|---|
| Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | |
| Who's who in the school | School website |
| Who's who on the governing body | School website |
| Instrument of governance. This describes the number of governors and their roles | Clerk to governors through the school office |
| Contact details for the Head Teacher and for the governing body | School website for Headteacher Clerk to governors for governing body |
| School prospectus | School Office |
| Staffing structure | School website/School office |
| School session times and term dates | School Website |

Freedom of Information

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

| | |
|---|----------------------------------|
| 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 | |
| Annual budget plan and financial statements | School business manager |
| Capitalised funding | School business manager |
| Additional funding | School business manager |
| Procurement and projects | School business manager |
| Pay policy | School Office/Clerk to governors |
| Staffing and grading structure | School Office |
| Governors allowances | Clerk to governors |

Freedom of Information

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

| | |
|--|--|
| <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>School performance</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full Report • School Development Plan • Use of Pupil Premium funding • Use of PE grant funding | <p>DfE website (www.education.gov.uk/schools/performance) School website/Ofsted website</p> <p>School Office School website School website</p> |
| <p>Performance management policy and procedures adopted by the governing body</p> | <p>School website/Clerk to Governors</p> |

Freedom of Information

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

| | |
|---|--|
| 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) | Local Authority Admissions dept |
| Agendas of meetings of the governing body and (if held) its sub-committees | Clerk to governors |
| Minutes of governor meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings | School website for Full Governing Body minutes and clerk to governors for minutes of sub-committees. |

Freedom of Information

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

| | |
|---|--|
| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | |
| <p>School policies including:</p> <ul style="list-style-type: none"> • Charging & Remissions policy • Health and Safety • Complaints procedure • Mobility • Discipline and grievance policies • Staffing structure implementation plan • Single Equality plan • Child Protection and Safeguarding • Medicine Policy • Staff recruitment policies • Parent helper • Lettings • Website Privacy • Whistleblowing • Other School Policies | <p>School website School website School website School website School office/clerk Headteacher School website School website School website School website School office School website School website School website School Office School Office</p> |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum | <p>School website School website/office</p> |

| | |
|---|--|
| <ul style="list-style-type: none"> • Special educational needs • Collective worship - SRE • Behaviour & Anti bullying • Child Drop off and Collection • Homework • Acceptable Use Agreement for pupils/parents • Induction programme for pupils joining mid-yea • Gifted and talented • Assessment | School website School website School website School website School website School website School office School website School office |
| Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records management and retention • Publication Scheme • Freedom of Information guidance • Data protection • Privacy Notice • E-Safety | School Office School office School website School Website School website School website School website |
| Charging regimes and policies <ul style="list-style-type: none"> • Charges for pupils, e.g cost of school meals, information on how to claim for free school meals, cost of wake-up and lunch clubs, voluntary contributions for school trips. • Prices and terms & conditions for lettings | School website/office School office |

Freedom of Information

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

| | |
|---|---------------|
| Class 6 – Lists and Registers | |
| Current maintained lists and registers only | |
| Curriculum circulars and statutory instruments | School office |
| Asset register - Inventory | School office |
| Any information the school is currently legally required to hold in publicly available registers. (This does not include the attendance register) | School office |

Freedom of Information

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

| | |
|--|-------------------------------------|
| 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 | |
| Extra-curricular activities | School website |
| Out of school clubs | School website |
| School publications | School website and/or school office |
| Services for which the school is entitled to recover a fee, together with those fees | School Office |
| Leaflets, books and newsletters | School website and/or school office |

Freedom of Information

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

Schedule of Charges

| Type of Charge | Description | Basis of Charge |
|-------------------|---|--------------------------------|
| Disbursement cost | Photocopying/printing @ 10p per sheet (black and white) | Actual cost |
| | | |
| | Postage | Actual cost |
| Statutory Fee | | In accordance with the FOI act |