



Freedom of Information

Information available from Flookburgh CE Primary School under the Model Publication Scheme (ICO)

Information to be published	How you can obtain the information
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts Current information only	Website
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website
Head teacher's contact details	Website
Who's who in the school/academy	Website
Who's who on the governing body / board of governors and selection criteria for appointment	Website
Governing body's contact details	
Instrument of Government / Articles of Association	Website Hard copy from school
School prospectus	Website Hard copy from school
School session times and term dates	Website
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	Hard copy from school, on request
Annual budget and financial statements	Hard copy from school, on request
Capital funding	Hard copy from school, on request

Financial Audits reports	Hard copy from school, on request
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy from school, on request
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Not held
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Not held
Procurement and contracts we have entered into	Hard copy from school, on request
Details of any premiums we receive such as Pupil premium.	Website
Class 3 – What our priorities are and how we are doing	Website
Strategies and plans, performance indicators, audits, inspections and reviews	
Annual Report	Website
Latest reports from regulators: Ofsted - Summary - Full report - Post-inspection action plan	Website
Assessment results	Website
Performance tables	Website
The school's future plans. Eg. proposals for and any consultation on the future of our school such as a change in status.	Not held as not applicable at this time
School profile and performance data supplied to the English Government (or a direct link to the data)	Website DfE Link
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held
Class 4 – How we make decisions	(hard copy or website)
Decision making processes and records of decisions	
Current and previous three years as a minimum	
Admissions policy and, where applicable, admission decisions (eg application numbers/patterns of successful applicants, including criteria on which applications were successful)	Website Hard copy from school

Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy from school
Class 5 – Our policies and procedures	Website – for policies not listed on the school website, contact the school office for a hard copy
Current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy from school, on request
Current information only	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website Hard copy from school, on request
Safeguarding and child protection, including protecting children’s personal data	Website Hard copy from school, on request
Equality and Diversity	Website Hard copy from school, on request
Policies and procedures relating to recruitment and human resources	Hard copy from school, on request
Special educational needs	Website (School’s Local Offer)
Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website Hard copy from school, on request
Pay Policy	Hard copy from school, on request
Records management (Information security policies Records retention, destruction and archive policies)	Hard copy from school, on request
Data protection (including information sharing and CCTV usage policies)	Data protection policy is available on the school website
Charging regimes and policies	Website - Charging and Remissions Policy Hard copy from school, on request
Class 6 – Lists and Registers	Hard copy from school
Currently maintained lists and registers only (this does not include the attendance register)	

Curriculum circulars and statutory instruments	Hard copy from school, on request
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy from school, on request
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy from school, on request
Asset register and Information Asset register	Hard copy from school, on request
Any information we are currently legally required to hold in publicly available registers	Hard copy from school, 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	Website Hard copy from school, on request
Extra-curricular activities	Website
Out of school clubs	Website
Services for which we are entitled to recover a fee, together with those fees	Website (Charging and Remissions Policy)
Requests for paper copies of information	Website
Our publications, leaflets, books and newsletters	Website Hard copy from school, on request
Additional Information Any 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/printing @ 2p per sheet (black & white)	Actual cost: 4p per sheet
	Photocopying/printing @ 10p per sheet (colour)	Actual cost: 12p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred