Freedom of Information
Guide to information available from
Robert Sandilands Primary School and Nursery
under the model publication scheme

Information to be published. **This includes datasets where applicable – please see "How to complete the Guide to Information".**	**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		
Who's who in the school	Website – About Us - Staff Hard copy on request	Per page
Who's who on the board of governors and the basis of their appointment	Website – Governors – Our Governors Hard Copy on request	Per page
Instrument of Government / Articles of Association	Website – The Governing Board Hard copy on request	Per page
Contact details for the Headteacher and for the governing board, via the school (named contacts where possible).	Website – Contact Us Website – Governors – Contact Us	
School prospectus (if any)	Website – School Office – Term Dates / Brochures Hard copy on request	Per page

Staffing structure	Website – About Us - Staff Hard copy on request	Per page
School session times and term dates	Website – About Us - Organisation Website – School Office – Term dates Hard copy on request	Per page
Address of school and contact details, including email address.	Website – Contact Us	
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	Hard copy on request	Per page
Capital funding	Hard copy on request	Per page
Financial audit reports	Hard copy on request	Per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy on request	Per page
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).	Hard copy on request	Per page

Pay policy	Teachers Pay Policy Website – Statutory Information - Policies Hard copy on request	Per page
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.	Financial Management Policy Website – Statutory Information - Policies Hard copy on request	Per page
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.	Teachers Pay Policy & Financial Management Website – Statutory Information - Policies Hard copy on request	Per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governors Allowances Policy Website – Statutory Information - Policies Hard copy on request	Per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum		
School profile • Performance data supplied to the English Government, or a direct link to the data	Website – Statutory Information - Performance	Per page

• The latest Ofsted report - Summary - Full report • Post-inspection action plan	Website – Statutory Information - Performance School Development plan(SDP) / Self Evaluation Form (SEF) Hard copy on request	
Performance management policy and procedures adopted by the governing board.	Appraisal Policy Capability Policy Website – Statutory Information - Policies Hard copy on request	Per Page
Performance data or a direct link to it	Website – Statutory Information - Performance Hard copy on request	Per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Development Plan, Self Evaluation Form Hard copy on request	Per page
Safeguarding and child protection	Child Protection and Safe Guarding Policy Website – Statutory Information - Policies Hard copy on request	Per page
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) – where applicable	Website – School Office - Admissions Hard copy on request	Per page
Agendas and minutes of meetings of the governing board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Website – Governors - Minutes Hard copy on request	Per page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) 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 English government. These will include policies and procedures for handling information requests.		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Freedom of information, Privacy Notices, Data Protection policies Website - School Office – Freedom of Information Records retention – IRMS Schools Toolkit Hard copy on request	Per page
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	Charging and Remissions Policy Website – Statutory Information - Policies	Per

and how they are calculated. 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").	Schedule of fees contained in this document Hard copy on request	page
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Hard copy some information may only be available by inspection	Per page
Curriculum circulars and statutory instruments	Hard copy on request	Per page
Disclosure logs	Hard copy some information may only be available by inspection	Per page
Asset register	Hard copy available in school. Some information may only be available by inspection	Per page
Any information the school is currently legally required to hold in publicly available registers	Hard copy on request. Some information may only be available by inspection	Per page
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	Website – School Office – extra Curricular Clubs	

Out of school clubs	Details on website as above Or issued with newsletters (Website – School Office – Newsletters)	
Services for which the school is entitled to recover a fee, together with those fees	Charging and Remissions Policy Website – Statutory Information - Policies Hard copy on request	Per page
School publications, leaflets, books and newsletters	Available from website Hard copy on request	Per page
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Pupil Premium Statement	Website – Statutory Information – Pupil Premium Hard copy on request	Per page
PE and Sports Premium Funding Statement	Website – Statutory Information – Sports Funding Hard copy on request	Per page

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 @ 5p per sheet (A4 black & white) Photocopying/printing @ 15p per sheet (A4 colour)	Actual cost incurred by school
	Postage	Actual cost of Royal Mail standard 1st or 2nd class. For larger collections of material, postage will be charged for in line with Royal Mail rates but include an additional £2 handling fee.
Statutory Fee		In accordance with the relevant legislation
Other		Charges can be made for administration. Such charges are calculated at £25 per hour. If the request will take longer the school may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information.