

Freedom of Information

Guide to information available from Decoy Community Primary School 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
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	Hard copy	Calculated as per the table below
Who's who on the governing body / board of governors and the basis of their appointment	Website http://www.decoyschool.co.uk	

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Instrument of Government / Articles of Association	Website http://www.decoyschool.co.uk	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website http://www.decoyschool.co.uk	
Staffing structure	Hard copy	Calculated as per the table below
School session times and term dates	Website http://www.decoyschool.co.uk	
Address of school and contact details, including email address.	Website http://www.decoyschool.co.uk	

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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>		
Annual budget plan and financial statements	Hard copy	Calculated as per the table below
Capital funding	Hard copy	Calculated as per the table below
Financial audit reports	Hard copy	Calculated as per the table below
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Calculated as per the table below
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has	Hard copy	Calculated as per the table below

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done so on its behalf (for example, a local authority or diocese).		
Pay policy	Staff Shared drive	
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.	Hard copy	Calculated as per the table below
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	Calculated as per the table below
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

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Current information as a minimum		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data or a direct link to the data • The latest Ofsted Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website http://www.decoyschool.co.uk</p> <p>Hard copy</p>	Calculated as per the table below
Performance management policy and procedures adopted by the governing body.	DCC model template not for publication –	

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	Inspection copy only	
Performance data or a direct link to it	Website http://www.decoyschool.co.uk	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website http://www.decoyschool.co.uk	
Safeguarding and child protection	Website http://www.decoyschool.co.uk and/or hard copy	
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 http://www.decoyschool.co.uk	

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<p>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).</p>	<p>Website http://www.decoyschool.co.uk</p>	
<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 English government. These will include policies and procedures for handling information requests.</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 	<p>Website http://www.decoyschool.co.uk/ and/or Staff shared drive</p>	

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<ul style="list-style-type: none"> Data protection (including information sharing policies) 		
Charging regimes and policies.	Website http://www.decoyschool.co.uk	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
Curriculum circulars and statutory instruments	N/A	
Disclosure logs	N/A	
Asset register	Hard copy	Calculated as per the table below
Any information the school is currently legally required to hold in publicly available registers	Website http://www.decoyschool.co.uk and/or hard copy	Calculated as per the table below

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	Hard copy	Calculated as per the table below
Out of school clubs	Hard copy	Calculated as per the table below
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	Calculated as per the table below
School publications, leaflets, books and newsletters	Website http://www.decoyschool.co.uk	
Additional Information		

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This will provide schools with the opportunity to publish information that is not itemised in the lists above		
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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 @ 0.00634p per sheet (black & white)	Actual cost *
	Photocopying/printing @	Actual cost *

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	0.02704p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class plus any packaging costs
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority