

ST MICHAEL'S NURSERY AND INFANT SCHOOL



FREEDOM OF INFORMATION PUBLICATION SCHEME

2020

Approved by ¹	
Name:	Anne Richardson
Position:	Headteacher
Signed:	A Richardson
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Review date ² :	13/10/2020

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

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Note: This template is intended to assist smaller schools (and in particular, primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document “How to complete the Guide to Information for Schools”.

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	(hard copy and/or website)	
Who’s who in the school	Web	Free
Who’s who on the governing body/board of governors and the basis of their appointment	Web	Free
Instrument of Government/Articles of Association	Web	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Web	Free
School prospectus (if any)	Web	Free
Annual Report (if any)	Web	Free
Staffing structure	Web	Free
School session times and term dates	Web	Free
Address of school and contact details, including email address	Web	Free

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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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	2p per page (b&w) 5p per page (colour)
Capital funding	Hard copy	2p per page (b&w) 5p per page (colour)
Financial audit reports	Hard copy	2p per page (b&w) 5p per page (colour)
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy	2p per page (b&w) 5p per page (colour)
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	2p per page (b&w) 5p per page (colour)
Pay policy	Hard copy	2p per page (b&w) 5p per page (colour)

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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	2p per page (b&w) 5p per page (colour)
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	2p per page (b&w) 5p per page (colour)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	2p per page (b&w) 5p per page (colour)

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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>	(hard copy or website)	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy	2p per page (b&w) 5p per page (colour)
Performance data or a direct link to it	Hard copy	Confidential – only available for inspection
The school's future plans; for example, proposals for any any consultation on the future of the school, such as a change in status	Hard copy	2p per page (b&w) 5p per page (colour)

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Safeguarding and child protection	Hard copy	Confidential – only available for inspection
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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free
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	2p per page (b&w) 5p per page (colour)

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<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>	(hard copy or website)	
<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</p> <p>Website</p>	<p>2p per page (b&w) 5p per page (colour)</p> <p>Website - Free</p>
<p>Charging regimes and policies.</p> <p>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>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>Hard copy</p> <p>Website</p>	<p>2p per page (b&w) 5p per page (colour)</p> <p>Website - Free</p>

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<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 or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy</p>	<p>2p per page (b&w) 5p per page (colour)</p>
<p>Disclosure logs</p>	<p>Hard copy</p>	<p>Confidential – only available for inspection</p>
<p>Asset register</p>	<p>Hard copy</p>	<p>2p per page (b&w) 5p per page (colour)</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Hard copy</p>	<p>2p per page (b&w) 5p per page (colour)</p>

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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>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Web</p>	<p>Free</p>
<p>Out of school clubs</p>	<p>Web</p>	<p>Free</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Web</p>	<p>Free</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Web</p>	<p>Free</p>
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	<p>Web Hard copy</p>	<p>2p per page (b&w) 5p per page (colour) Website - Free</p>

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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 @ 2p per sheet (black & white)	Actual cost 2p
	Photocopying/printing @ 5p per sheet (colour)	Actual cost 5p
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority