

Freedom of Information

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

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational info., structures, locations and contacts) - current information only		
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Hard Copy	15p per sheet
Contact details for the Head teacher and for the governing body, via the school administrator	admin@monkleigh-primary.devon.sch.uk	Free
School prospectus (if any)	N/A	
Annual Report (if any)	N/A	
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	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/previous financial year as a minimum		
Annual budget plan and financial statements	Hard Copy	15p per sheet
Capital funding	Hard Copy	15p per sheet
Financial audit reports	Hard Copy	15p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	15p per sheet
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	Hard Copy	15p per sheet
Pay policy	Hard Copy	15p per sheet
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	15p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	15p per sheet

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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) Current information as a minimum</p>		
<p>School profile And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English 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.	Website Hard Copy	Free 15p per sheet
Performance data or a direct link to it	Website	Free
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	Free
Safeguarding and child protection	Website	Free

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current/previous 3 years as a min.</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website</p>	<p>Free</p>
<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 Hard Copy</p>	<p>Free 15p per sheet</p>
<p>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.</p>	<p>Website Hard Copy</p>	<p>Free 15p per sheet</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 • Data protection (including information sharing policies) • 	<p>Website Hard Copy</p>	<p>Free 15p per sheet</p>
<p>Charging regimes and policies.</p>	<p>Website Hard Copy</p>	<p>Free 15p per sheet</p>

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Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Website	
Disclosure logs	N/A	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Inspection only	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books and newsletters	Website	Free

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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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage (as current Royal Mail pricing structure)	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority