

Freedom of Information

Guide to information available from Temple Grafton Church of England 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 in pence plus VAT
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website: tgschool.co.uk Hardcopies available from school. Please note all requests for hardcopies must be put in writing and charges paid in advance.	
Who’s who in the school	Hard copy / website	4p/sheet
Who’s who on the governing body / board of governors and the basis of their appointment	Hard copy / website	4p/sheet
Instrument of Government / Articles of Association	Hard copy	4p/sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
School prospectus (if any)	Hard copy / website	
Staffing structure	Hard copy / website	4p/sheet
School session times and term dates	Hard copy / website	4p/sheet
Address of school and contact details, including email address.	Website	

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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	4p/sheet
Annual budget plan and financial statements	Hard copy	4p/sheet
Capital funding	Hard copy	4p/sheet
Financial audit reports	Hard copy	4p/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	4p/sheet
Procurement and contracts	Hard copy	4p/sheet
Pay policy	Hard copy	4p/sheet
Staffing, pay and grading structure.	Hard copy	4p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	4p/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)</p> <p>Current information as a minimum</p>	Hard copy	4p/sheet
<p>School profile :</p> <ul style="list-style-type: none"> • Performance data supplied to the English Government and a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • SIAMS report 	Hard copy / website	4p/sheet
	Hard copy / website	4p/sheet
	Hard copy / website	4p/sheet
Performance management policy and procedures adopted by the governing body.	Hard copy	4p/sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy / website	4p/sheet
Safeguarding and child protection	Hard copy / website	4p/sheet
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Hard copy / website	4p/sheet
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy / website	4p/sheet
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	4p/sheet

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	(hard copy or website)	
Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention, destruction and archive policies• Data protection (including information sharing policies)		
School policies including: Attendance Policy <ul style="list-style-type: none">•Anti-Bullying Policy•Behaviour Policy•Behaviour Principles•Calculation Policy•Charging Policy•Child Protection and Safeguarding Policy•Collective Worship Policy•Complaints Procedure•Data Protection Policy•E-Policy and Internet use•Equal Opportunities Policy•Freedom of Information•Home-School Agreement•Homework Policy•Mission Statement and Aims•Privacy Notice		

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<ul style="list-style-type: none"> •Publication Scheme •SEN Policy •Sex Education Policy 		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy	4p/sheet
Disclosure logs	Hard copy	4p/sheet
Asset register	Hard copy	4p/sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy	4p/sheet
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard copy / website	4p/sheet
Out of school clubs	Hard copy / website	4p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	4p/sheet

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School publications, leaflets, books and newsletters	Hard copy / website	4p/sheet
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Contact details:

Headteacher: Mrs Sarah Hendry

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 @ ..4p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	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, and subject to VAT