

Freedom of Information

Guide to information available from East-the-Water Primary School under the model publication scheme

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	On school website	N/A

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Who's who in the school	School website	N/A
Who's who on the governing body / board of governors and the basis of their appointment	School website	N/A
Instrument of Government / Articles of Association	Paper copy in school	N/A
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website	N/A
School prospectus (if any)	Paper copy in school	N/A
Annual Report (if any)	Paper copy in school	N/A
Staffing structure	Paper copy in school	N/A
School session times and term dates	Website/Paper copy in school	N/A

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Address of school and contact details, including email address.	School website	N/A
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	Paper copy in school	N/A
Annual budget plan and financial statements	Paper copy in school	N/A
Capital funding	Paper copy in school	N/A
Financial audit reports	Paper copy in school	N/A
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where	Paper copy in school	N/A

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practical.		
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).	Paper copy in school	N/A
Pay policy	Website	N/A
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.	N/A	N/A
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.	Included in Pay Policy on School website	N/A

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Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Paper copy in school	N/A
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	Website	N/A
School profile (if any) And in all cases: Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	Website	N/A

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• The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report • Post-inspection action plan		
Performance management policy and procedures adopted by the governing body.	Website	N/A
Performance data or a direct link to it	Website	N/A
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	N/A

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Safeguarding and child protection	Website	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Website	N/A
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	N/A
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).	Website	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website	N/A

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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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Website/Paper copy in school	N/A

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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 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").	Website	N/A
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Paper copy in school	

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Curriculum circulars and statutory instruments	Website	N/A
Disclosure logs	School office/Paper copy	N/A
Asset register	School office/Paper copy	N/A
Any information the school is currently legally required to hold in publicly available registers	School office/Paper copy	N/A
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	Website	N/A
Extra-curricular activities	Website	N/A

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Out of school clubs	Website	N/A
Services for which the school is entitled to recover a fee, together with those fees	Website	N/A
School publications, leaflets, books and newsletters	Website	N/A