

Freedom of Information

Guide to information available from EP Collier Primary School under the ICO Model Publication Scheme

Class 1 - Who we are and what we do	How the information can be obtained	Cost
Who's who in the school	Website	Nil
Who's who on the governing body / board of governors and the basis of their appointment	Website	Nil
Instrument of Government	Website	Nil
Contact details for the Head teacher and for the governing body, via the school)	Website	Nil
School prospectus (if any)	n/a	n/a
Annual Governance Statement (if any)	Website	Nil
Staffing structure	Website	Nil
School session times and term dates	Website	Nil
Address of school and contact details, including email address.	Website	Nil

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Class 2 - What we spend and how we spend it Current and previous financial year as a minimum	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy on application	*
Capital funding	Hard copy on application	*
Financial audit reports	Hard copy on application	*
Details of expenditure items over £2000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy on application	*
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 on application	*
Pay policy	Hard copy on application	*
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 on application	*
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 on application	*
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy on application	*

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Class 3 - What our priorities are and how we are doing Current information as a minimum	How the information can be obtained	Cost
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government • The latest Ofsted report • Post-inspection action plan 	Hard copy on application Website Hard copy on application	* Nil *
Performance management policy and procedures adopted by the governing body.	Hard copy on application	*
Performance data or a direct link to it	Website	Nil
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	Nil
Safeguarding and child protection	Website	Nil

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Class 4 - How we make decisions Current and previous three years as a minimum	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) - where applicable	Website	Nil
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 on application	*

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<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 on application</p> <p>Website</p> <p>Website</p>	<p>*</p> <p>Nil</p> <p>Nil</p>
<p>Equality and diversity policies:</p> <ul style="list-style-type: none"> Accessibility and Equality Scheme Including Anti-Bullying Discriminatory Policy Framework and Public Sector Equality Duty Equal Opportunities Policy 	<p>Website</p> <p>Hard copy on application</p>	<p>Nil</p> <p>*</p>
<p>Policies and procedures for the recruitment of staff:</p> <ul style="list-style-type: none"> Current vacancies Recruitment and Selection Policy 	<p>Website</p> <p>Hard copy on application</p>	<p>Nil</p> <p>*</p>
<p>Charging regimes and policies:</p> <ul style="list-style-type: none"> FOI Guide to Information Charging and Remissions Policy Lettings Policy 	<p>Website</p> <p>Website</p> <p>Website</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p>
<p>Other Statutory documents:</p> <ul style="list-style-type: none"> Disciplinary Procedure Governor Expenses Policy Grievance Disputes Procedures Premises Management Documents 	<p>Hard copy on application</p> <p>Hard copy on application</p> <p>Hard copy on application</p> <p>Hard copy on</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>

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<ul style="list-style-type: none"> • Register of Business Interests • SEN Report • Teachers' Pay Policy • Allegations Management Policy • Capability Policies • PE & Sports Premium Statement • Pupil Premium Strategy Report 	<p>application Website Website Hard copy on application Hard copy on application Hard copy on application Website Website</p>	<p>Nil Nil * * * Nil Nil</p>
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Class 6 - Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Hard copy on application	*
Disclosure logs	Available for inspection only	
Asset register	Available for inspection only	
Any information the school is currently legally required to hold in publicly available registers	n/a	

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Class 7 - The services we offer Current information only	How the information can be obtained	Cost
Extra-curricular activities	Website	Nil
Out of school clubs	Website	Nil
Services for which the school is entitled to recover a fee, together with those fees	Website	Nil
School publications, leaflets, books and newsletters	Website	Nil
SEND local offer	Website	Nil

***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 @ £0.0025 per sheet (black & white)	Actual cost *
	Photocopying/printing @ £0.005 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