



Freedom of Information

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

<p>Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	
Information to be published.	How the information can be obtained
Who's who in the school	School Website www.evenswindon.co.uk
Who's who on the governing body	School Website
Instrument of Government / Scheme of Delegation	School Website
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website
School prospectus (if any)	School Website or Hard Copy
Staffing structure	School Website
School session times and term dates	School Website
Address of school and contact details, including email address.	School Website

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.

Information to be published.	How the information can be obtained
Annual budget plan and financial statements	Hard copy from the school office
Capital funding	Hard copy from the school office
Procurement and projects	Hard copy from the school office
Pay policy	Hard copy from the school office
Staffing and grading structure	Hard copy from the school office
Governors' allowances	Hard copy from the school office

What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information	
Information to be published.	How the information can be obtained
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report 	<ul style="list-style-type: none"> • Link on School Website to Government Data • School Website
Performance management policy and procedures adopted by the governing body	Hard copy from the school office
The school's future plans;	School Development Plan – Hard Copy from the school office
Safeguarding and child protection, policies and procedures	School Website
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years	
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website
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 from the school office

Class 5 – Our policies and procedures

(Written protocols, policies and procedures for delivering our services and responsibilities) Current information only.

Information to be published.**How the information can be obtained**

School policies including:

- Complaints Procedure
- Disability and Accessibility Policy
- Equal Opportunities Policy
- Freedom of Information Policy
- Lettings Policy
- Privacy Notice

All available on School Website

Pupil and curriculum policies, including:

- Acceptable Computer Use for Pupils Policy
- Anti-Bullying Policy
- Behaviour and Discipline Policy
- E-Safety Policy
- Homework Policy
- Medicines and Sickness Policy
- Prevent Duty Guidance
- Pupil Premium Report to Parents
- SEN Policy
- SEN Report to Parents

All available on School Website

Charging regimes and policies

- Charging and Remissions Policy

All available on School Website

Class 6 – Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

Information to be published.**How the information can be obtained**

Disclosure logs

Not currently maintained or held – Sept 2017

Asset register

Hard copy from the School Office

Any information the school is currently legally required to hold in publicly available registers
(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)

Hard copy from the School Office

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

Information to be published.**How the information can be obtained**

School Newsletters and Information

School Website

School Menu's – Lunch & Breakfast Club (including Allergy Information)

School Website

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 @ 1p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 4p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class*
Administration	Administration charges to produce hard copies of material @ £11.27 per hour	Actual cost*

* the actual cost incurred by the school