



Freedom of Information

Guide to information available from Stocks Green School under the model publication scheme

Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class



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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	(hard copy and/or website)	
Who’s who in the school	On website	
Who’s who on the governing body / board of governors and the basis of their appointment	On website	



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Instrument of Government	On website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	On website	
School prospectus (if any)	On website /hardcopy	£
Staffing structure	On website	
School session times and term dates	On website	
Address of school and contact details, including email address.	On website	



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<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	hard copy	£
Capital funding	hard copy	£
Financial audit reports	hard copy	£
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	hard copy	£
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	£



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Pay policy	On website	
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	£
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	£
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	hard copy	£
Class 3 – What our priorities are and how we	(hard copy or website)	



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<p>are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report 	<p>On website</p>	



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<ul style="list-style-type: none"> • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	On website	
Performance data or a direct link to it	On website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	On website (when relevant)	
Safeguarding and child protection	On website	
<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 or website)	



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Admissions policy/decisions (not individual admission decisions) – where applicable	hard copy or 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 or website	£
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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</p>	hard copy or website	£



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<p>Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</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>hard copy</p>	<p>£</p>
<p>Charging regimes and policies.</p> <p>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.</p> <p>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").</p>	<p>On website</p>	



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Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	hard copy or website	
Disclosure logs	hard copy	£
Asset register	hard copy	£
Any information the school is currently legally required to hold in publicly available registers	hard copy	£
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance	(hard copy or website; some information may	



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and newsletters produced for the public and businesses) Current information only	only be available by inspection)	
Extra-curricular activities	hard copy/website	
Out of school clubs	hard copy/website	
Services for which the school is entitled to recover a fee, together with those fees	hard copy	£
School publications, leaflets, books and newsletters	hard copy/website	



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