Freedom of Information

Guide to information available from Farsley Springbank Primary School under the model publication scheme

Class 1 - Who we are and what we do *(Organisational information, structures, locations and contacts) This will be current information only*	
Information to be published.	**How the information can be obtained** (hard copy and/or website)
Who's who in the school	Website-About Us – Meet our Staff http://www.farsleyspringbank.co.uk/school-staff/
Who's who on the governing body / board of governors and the basis of their appointment	Website – About Us – Governing Board https://www.farsleyspringbank.co.uk/governing-board/
Instrument of Government	Website – About Us – Governing Board https://www.farsleyspringbank.co.uk/governing-board/
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website –About Us – Contact Details http://www.farsleyspringbank.co.uk/contact-details/
School prospectus	We do not produce a prospectus – all relevant information is on the school website http://www.farsleyspringbank.co.uk/

Freedom of Information

Guide to information available from Farsley Springbank Primary School under the model publication scheme

Class 1 - Who we are and what we do *(Organisational information, structures, locations and contacts) This will be current information only*	
Information to be published.	**How the information can be obtained** (hard copy and/or website)
Annual Report	The Governors annual report is available on the school website https://www.farsleyspringbank.co.uk/governing-board/
Staffing structure	Hard copy. Contact school office
School session times and term dates	Website – Parents section – Term Dates and Training days and School Day pages http://www.farsleyspringbank.co.uk/term-dates-and-training-days/ http://www.farsleyspringbank.co.uk/our-school-day/
Address of school and contact details, including email address.	Website – About Us- Contact Details http://www.farsleyspringbank.co.uk/contact-details/

Freedom of Information

Guide to information available from Farsley Springbank Primary School under the model publication scheme

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	
Information to be published.	**How the information can be obtained** (hard copy and/or website)
Annual budget plan and financial statements	Hard copy – Contact school office
Capital funding	Hard copy – Contact school office
Financial audit reports	Hard copy – Contact school office
Details of expenditure items over £2000	Hard copy – Contact school office
Procurement and contracts the school	Hard copy – Contact school office
Pay policy	Hard copy – Contact school office
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members, (whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy – Contact school office
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff in bands of £10,000 and for junior posts, by salary range.	Hard copy – Contact school office
Governors' allowances	Paying Governor Expenses policy available on website – Key Information/Policies http://www.farsleyspringbank.co.uk/paying-governors-expenses-policy/

Freedom of Information

Guide to information available from Farsley Springbank Primary School under the model publication scheme

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	
Information to be published.	**How the information can be obtained** (hard copy and/or website)
Performance data supplied to the Government	Website – Key Information – School Performance Information http://www.farsleyspringbank.co.uk/school-performance-information/
The latest Ofsted report – Summary and full report	Website – Key Information – Ofsted http://www.farsleyspringbank.co.uk/ofsted/
Post-inspection action plan	Hard copy of School Improvement Plan- contact school office
Performance management policy (Appraisal policy) and procedures adopted by the governing body.	Hard copy – Contact school office
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 – Contact school office No current plans to change status in place
Safeguarding and child protection	Website – Key Information – Safeguarding http://www.farsleyspringbank.co.uk/safeguarding/ Also information on safeguarding and child protection policies on website – Key Information – Policies http://www.farsleyspringbank.co.uk/policies/

Freedom of Information

Guide to information available from Farsley Springbank Primary School under the model publication scheme

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Information to be published.	**How the information can be obtained** (hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Website – Key Information – Admissions http://www.farsleyspringbank.co.uk/admissions/
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 – contact school office

Freedom of Information

Guide to information available from Farsley Springbank Primary School under the model publication scheme

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	
Information to be published.	**How the information can be obtained** (hard copy or website)
School Policies e.g. • Special Educational Needs and Disability • Behaviour • Anti-bullying • Child Protection • Health and Safety • Complaints • Relationship and Sex Education • Attendance	Website – Key Information – Policies http://www.farsleyspringbank.co.uk/policies/ For other policies not listed on the school website, contact the school office for a hard copy.
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Hard copy – contact school office Data protection policy is available on the school website https://www.farsleyspringbank.co.uk/data-protection-policy/

Freedom of Information

Guide to information available from Farsley Springbank Primary School under the model publication scheme

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	
Information to be published.	**How the information can be obtained** (hard copy or website)
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.	Website – Key Information – Policies – Charging and Remissions http://www.farsleyspringbank.co.uk/charging-and-remissions-policy/

Freedom of Information

Guide to information available from Farsley Springbank Primary School under the model publication scheme

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** (hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard copy – contact school office
Disclosure logs	Hard copy – contact school office
Asset register	Hard copy – contact 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 – contact school office

Freedom of Information

Guide to information available from Farsley Springbank Primary School under the model publication scheme

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** (hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Website – Parents – Extra-Curricular School clubs https://www.farsleyspringbank.co.uk/extra-curricular-school-clubs/
Out of school clubs	Not applicable
Services for which the school is entitled to recover a fee, together with those fees	Website – Parents – School Meals http://www.farsleyspringbank.co.uk/school-meals/ Music tuition – see Charging policy https://www.farsleyspringbank.co.uk/charging-and-remissions-policy/
School publications, leaflets, books and newsletters	Website – News and Events section Newsletters http://www.farsleyspringbank.co.uk/stream/newsletters/full/1/-// Curriculum Newsletters http://www.farsleyspringbank.co.uk/curriculum-newsletters/ Letters sent home http://www.farsleyspringbank.co.uk/letters-sent-home/

Guide to information available from Farsley Springbank Primary School under the model publication scheme

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 @ 2p per sheet (black & white)	4p per sheet
	Photocopying/printing @ 10p per sheet (colour)	12p per sheet
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	We will comply in accordance with the Freedom of Information Act in particular section 12.	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority