

## Freedom of Information

### Guide to information available from Cape 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".

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Website	

## Freedom of Information

### Guide to information available from Cape Primary School under the model publication scheme

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

## Freedom of Information

### Guide to information available from Cape Primary School under the model publication scheme

Address of school and contact details, including email address.	Website	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Website CFR report	
Annual budget plan and financial statements	Website	
Capital funding	Website	
Financial audit reports	Website	
Details of expenditure items over £10,000 – published at least annually but at a more frequent quarterly or six-monthly interval	Minutes of GB where HT spending limit is	

## Freedom of Information

### Guide to information available from Cape Primary School under the model publication scheme

where practical.	exceeded	
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).	Minutes of GB	
Pay policy	Website	
Staffing, pay and grading structure.	Website Pay policy	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	

## Freedom of Information

### Guide to information available from Cape Primary School under the model publication scheme

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

## Freedom of Information

### Guide to information available from Cape Primary School under the model publication scheme

Performance management policy and procedures adopted by the governing body.	Website	
Performance data or a direct link to it	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	Website	
Safeguarding and child protection	Website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	GB Minutes	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	

## Freedom of Information

### Guide to information available from Cape Primary School under the model publication scheme

<p>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).</p>	<p>GB minutes</p>	
<p><b>Class 5 – Our policies and procedures</b>            (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 Welsh Language Act 1993. For Northern Ireland, this will include an</p>	<p>Website</p>	

## Freedom of Information

### Guide to information available from Cape Primary School under the model publication scheme

equality scheme / statement in accordance with the Northern Ireland Act 1998.		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Website	
<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>	Website	

## Freedom of Information

### Guide to information available from Cape Primary School under the model publication scheme

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Website	
Asset register	On request	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	

## Freedom of Information

### Guide to information available from Cape Primary School under the model publication scheme

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

## Freedom of Information

### Guide to information available from Cape 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.**

Number of pages of information to be supplied	Maximum fee (£)
1-19	1.00
20-29	2.00
30-39	3.00
40-49	4.00
50-59	5.00

## Freedom of Information

### Guide to information available from Cape Primary School under the model publication scheme

60-69	6.00
70-79	7.00
80-89	8.00
90-99	9.00
100-149	10.00
150-199	15.00
200-249	20.00
250-299	25.00
300-349	30.00

## Freedom of Information

### Guide to information available from Cape Primary School under the model publication scheme

350-399	35.00
400-449	40.00
450-499	45.00
500+	50.00

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Postage	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority