

Freedom of Information

Guide to information available from St. Paul's Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, locations and contacts)		
Who's who in the school	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Website / Hard copy	
Contact details for the Headteacher and the Governing Body	Website School Prospectus	
School Prospectus	Website Hard copy available from school office	
Curriculum	Website	
Staffing Structure	Website	
School Session times and term dates	Website School Prospectus	

Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.)		
Annual Budget plan and financial statements Income: Funding Certificate Expenditure Pupil Premium and Impact summaries PE and Sport Premium allocation and impact	Hard copy only DFE website Website and hard copy Website and hard copy	
Capitalised Funding	Hard copy only	
Additional Funding	Hard copy only	
Procurement and projects	Hard copy only	
Pay Policy	Hard copy only	

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing. (Strategy and performance information, plans, assessments, inspections and reviews.)		
School profile <ul style="list-style-type: none"> ● Government supplied performance data ● Latest Ofsted report 	DFE website School website and hard copy	
Performance Management policy and procedures	Hard copy	
School Development Plan	Hard copy	
Pupil Premium Strategy	Website and hard copy	
Child Protection Policy	Website and hard copy	

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions. (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.)		
Admissions policy	Website – link to LA criteria	
Agendas of Governing Body meetings	Hard copy	
Minutes of Governing Body meetings – (this will exclude information that is properly regarded as private to the meetings)	Hard copy	

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures. Current written protocols for delivering our functions and responsibilities.		
School Policies and Procedures including: <ul style="list-style-type: none"> Charging and Remissions Behaviour SEND Health and Safety 	Website and hard copy Website and hard copy Website and hard copy Website and hard copy	

Child Protection Complaints Procedure Staff Behaviour Policy Freedom of Information Publication scheme Data Protection Equality Information and Objectives Relationships Education Attendance Home School agreement Accessibility Medical Conditions	Website and hard copy Website and hard copy Website and hard copy Website and hard copy Website and hard copy Website and hard copy Website and hard copy Website and hard copy Website and hard copy Website and hard copy Website and hard copy	
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Information to be published	How the information can be obtained	Cost
Class 6 – Lists and registers. (Information held in registers required by law and other lists and registers relating to the functions of the authority.)		
Asset register	Hard Copy	
School clubs		
Newsletters		