



## **Freedom of Information**

Guide to information available from  
Rockwell Green C of E Primary School  
under the model publication scheme

September 2024  
To be updated biennially

# Freedom of Information

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### Who we are and what we do

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the governing board of governors and the basis of their appointment	Website & School Office	Nil
Instrument of Government/Articles of Association	Website & School Office	Nil
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	Website & School Office	Nil
School prospectus	Website & School Office	Nil
Annual Report	School Office	Nil
Staffing structure	Website & School Office	Nil
School session times and term dates	Website & School Office	Nil
Address of school and contact details, including email address.	Website & School Office	Nil

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#### What we spend and how we spend it

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	School Office	Nil
Capital funding	School Office	Nil
Financial audit reports	School Office	Nil
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	School Office	Nil
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).	School Office	Nil
Pay policy	School Office	Nil
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 £100,000 per annum) by reference to categories.	School Office	Nil
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.	School Office	Nil
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	School Office	Nil

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### What our priorities are and how we are doing

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School profile and in all cases: <ul style="list-style-type: none"><li>• Performance data supplied by the government, or a direct link to the data</li><li>• The latest Ofsted<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li></ul>	Website & School Office	Nil
Teacher Appraisal policy and procedures adopted by the governing body.	School Office	Nil
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Office	Nil
Safeguarding and child protection	Website & School Office	Nil

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#### How we make decisions

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	Website & School Office	Nil
Agendas and minutes of meetings of the Full Governing Body and the Personal and Finance committee. (NB this will exclude information that is properly regarded as private to the meetings).	School Office	Nil

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### Our policies and procedures

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School Policies and other documents	Website & School Office	Nil
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Data protection (including information sharing policies)</li></ul>	School Office	Nil
Equality and diversity policies	School Office	Nil
Policies and procedures for the recruitment of staff	School Office	Nil
Charging regimes and policies.	Website & School Office	Nil

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### Lists and Registers

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	School Office	Nil
Disclosure logs	School Office	Nil
Asset register	School Office	Nil
Any information the school is currently legally required to hold in publicly available registers	School Office	Nil

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#### The services we offer

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	Website & School Office	Nil
Out of school clubs	Website & School Office	Nil
Services for which the school is entitled to recover a fee, together with those fees	Website & School Office	Nil
School publications, leaflets, books and newsletters	Website & School Office	Nil
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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### SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ .39p per sheet (black & white)	Actual cost
	Photocopying/printing @ 3.9p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		