

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant 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".

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)	

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant School under the model publication scheme

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

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant School under the model publication scheme

Address of school and contact details, including email address.	W	
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)	(hard copy and/or website)	
Current and previous financial year as a minimum	H	
Annual budget plan and financial statements	H	
Capital funding	H	
Financial audit reports	H	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where	H	

Template guide to information for schools

Version 3

20130830

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant School under the model publication scheme

practical.		
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).	H	
Pay policy	H	
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.	N/A	
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.	H	

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant School under the model publication scheme

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	N/A	
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	(hard copy or website)	
School profile (if any) And in all cases: <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 	W (Annual Gov Report to Parents) H	

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant School under the model publication scheme

Safeguarding and child protection	W/H	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	W	
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).	H	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant School under the model publication scheme

<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 equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	W/H	
<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) 	H H H	
<p>Charging regimes and policies.</p>	H	

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant School under the model publication scheme

<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>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>H</p>	
<p>Disclosure logs</p>	<p>H</p>	

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant School under the model publication scheme

Asset register	H	
Any information the school is currently legally required to hold in publicly available registers	H	
<p>Class 7 – The services we offer (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	W/H	
Out of school clubs	W/H	
Services for which the school is entitled to recover a fee, together with those fees	H	

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant School under the model publication scheme

School publications, leaflets, books and newsletters	W/H	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

Template guide to information for schools
Version 3
20130830

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant School under the model publication scheme

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 @ 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

Freedom of Information

Guide to information available from Parsonage Farm Nursery and Infant School under the model publication scheme

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority