



**ST HERBERT'S CE PRIMARY AND NURSERY
SCHOOL**

**FREEDOM OF INFORMATION
PUBLICATION SCHEME**

2021

Approved by ¹	
Name:	Management Committee
Position:	CHAIR OF GOVERNORS
Signed:	C. H. H. H.
Date:	29 April, 2021
Review date ² :	April 2024

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

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Information to be published.	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)	
Who's who in the school	School website	Free
Who's who on the governing body/board of governors and the basis of their appointment	School website	Free
Instrument of Government/Articles of Association	Hard copy from the Clerk to the Governors via the School office	10p/copy (b/w)
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	School website	Free
School prospectus (if any)	N/A	N/A
Annual Report (if any)	N/A	N/A
Staffing structure	School website	Free
School session times and term dates	School website	Free
Address of school and contact details, including email address	School website	Free

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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		
Annual budget plan and financial statements	Hard copy available from the school office on request	10p/sheet (b/w)
Capital funding	Hard copy available from the school office on request	10p/sheet (b/w)
Financial audit reports	Hard copy available from the school office on request	10p/sheet (b/w)
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy available from the school office on request	10p/sheet (b/w)
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)	Hard copy available from the school office on request	10p/sheet (b/w)
Pay policy	Hard copy available from the school office on request	10p/sheet (b/w)
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	Hard copy available from the school office on request	10p/sheet (b/w)

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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.	Hard copy available from the school office on request	10p/sheet (b/w)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy available from the school office on request	10p/sheet (b/w)

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Current information as a minimum		
School profile (if any)		
And in all cases: • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted report - Summary - Full report • Post-inspection action plan	School website or Hard copy available from the school office on request	Free or 10p/sheet (b/w)
Performance management policy and procedures adopted by the governing body.	Hard copy available from the school office on request	10p/sheet (b/w)
Performance data or a direct link to it	School website	Free
The school's future plans; for example, proposals for any consultation on the future of the school, such as a change in status	Hard copy available from the school office on request	10p/sheet (b/w)
Safeguarding and child protection	School website	Free

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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)	School website (policy) Hard copy available from the school office on request (admission decisions)	Free 10p/sheet (b/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).	Hard copy available from the school office on request	10p/sheet (b/w)

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Statutory School Policies/procedures • Complaints procedure • Capability of staff • Staff discipline, conduct and grievance (procedures for addressing) • Statement of procedures for dealing with allegations of abuse against staff • Teachers' pay • Accessibility plan • Child protection policy and procedures • Designated teacher for looked-after and previously looked-after children (see Child Protection policy and procedures) • Early years foundation stage (EYFS) • Special educational needs and disability • Supporting pupils with medical conditions • Sex and relationships education • Behaviour in schools • Behaviour principles written statement	School website or hard copy from school office	Free or 10p per sheet (b/w)

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- School exclusion - Health and safety inc. first aid - Premises management documents - Equality information and objectives (public sector equality duty) statement for publication - Governors' allowances (schemes for paying) - Register of business interests of headteachers and governors	School website or hard copy from school office	Free or 10p per sheet (b/w)
Records management and personal data policies, including: - Information security policies - Records retention destruction and archive policies - Data protection (including information sharing policies)	School website	Free
Charging regimes and policies. - Charging and Remissions Policy - Nursery Admission arrangements policy	School website Hard copy available from the school office on request	Free 10p per sheet (b/w)

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Class 6 – Lists and Registers		(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only (this does not include the attendance register)			
Curriculum circulars and statutory instruments		Available on request	10p per sheet (b/w)
Disclosure logs		N/A	N/A
Asset register		Available on request	10p per sheet (b/w)
Any information the school is currently legally required to hold in publicly available registers		Contact the school for further information	10p per sheet (b/w)

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Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Extra-curricular activities	School website	Free
Out of school clubs	School website	Free
Services for which the school is entitled to recover a fee, together with those fees	Charging and Remissions Policy – school website	Free
School publications, leaflets, books and newsletters	School website	Free

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Cost of printing/ink, paper, time
	Photocopying/printing @ 20p per sheet (colour)	Cost of printing/ink, paper, time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)