

# Freedom of Information

## Guide to information available from Laurel Avenue Community Primary School under the model publication scheme

<i>Information to be published</i>	<i>How the information can be obtained</i>
<i>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)  This will be current information only</i>	<i>School Brochure Website</i>
<i>Who's who in the school</i>	<i>School Brochure Website</i>
<i>Who's who on the governing body and the basis of their appointment</i>	<i>School Brochure Website</i>
<i>Instrument of Government</i>	<i>By request</i>
<i>Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))</i>	<i>Website</i>
<i>School prospectus</i>	<i>Website</i>
<i>Staffing structure</i>	<i>Website</i>
<i>School session times and term dates</i>	<i>School Brochure Website</i>

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<i>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)</i>	
<i>Current and previous financial year as a minimum</i>	
<i>Annual budget plan and financial statements</i>	<i>Hard copy on request</i>
<i>Capitalised funding</i>	<i>Hard copy on request</i>
<i>Additional funding</i>	<i>Hard copy on request</i>
<i>Procurement and projects</i>	<i>Hard copy on request</i>
<i>Pay policy</i>	<i>Hard copy on request</i>
<i>Staffing and grading structure</i>	<i>Hard copy on request</i>
<i>Governors' allowances</i>	<i>Hard copy on request</i>

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<i>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</i>	
<i>Current information as a minimum</i>	
<i>School profile</i> <ul style="list-style-type: none"><li>● <i>Government supplied performance data</i></li><li>● <i>The latest Ofsted report</i><ul style="list-style-type: none"><li>- <i>Summary</i></li><li>- <i>Full report</i></li></ul></li></ul>	<i>Website</i>
<i>Performance management policy and procedures adopted by the governing body.</i>	<i>Hard copy on request</i>
<i>School's future plans</i>	<i>Hard copy on request</i>
<i>Every Child Matters – policies and procedures</i>	<i>Hard copy on request</i>

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<i>Class 4 – How we make decisions (Decision making processes and records of decisions)  Current and previous three years as a minimum</i>	
<i>Admissions policy/decisions (not individual admission decisions)</i>	<i>Website</i>
<i>Agendas of meetings of the governing body and (if held) its sub-committees</i>	<i>Hard copy on request</i>
<i>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</i>	<i>Hard copy on request</i>

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<p><b><i>Class 5 – Our policies and procedures</i></b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>  <i>Current information only</i></p>	
<p><i>School policies including:</i></p> <ul style="list-style-type: none"> <li>● <i>Charging and remissions policy</i></li> <li>● <i>Health and Safety</i></li> <li>● <i>Complaints procedure</i></li> <li>● <i>Staff conduct policy</i></li> <li>● <i>Discipline and grievance policies</i></li> <li>● <i>Staffing structure implementation plan</i></li> <li>● <i>Information request handling policy</i></li> <li>● <i>Equality and diversity (including equal opportunities) policies</i></li> <li>● <i>Staff recruitment policies</i></li> </ul>	<p><i>Website</i>  <i>Website</i>  <i>Website</i>  <i>Hard copy on request</i>  <i>Hard copy on request</i>  <i>Hard copy on request</i>  <i>Hard copy on request</i>  <i>Website</i>  <i>Hard copy on request</i></p>
<p><i>Pupil and curriculum policies, including:</i></p> <ul style="list-style-type: none"> <li>● <i>Home-school agreement</i></li> <li>● <i>Curriculum</i></li> </ul>	<p><i>Website</i>  <i>Website</i></p>

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<ul style="list-style-type: none"> <li>● <i>Sex education</i></li> <li>● <i>Special educational needs</i></li> <li>● <i>Accessibility</i></li> <li>● <i>Race equality</i></li> <li>● <i>Equality and Diversity</i></li> <li>● <i>Collective worship</i></li> <li>● <i>Careers education</i></li> <li>● <i>Pupil discipline</i></li> </ul>	<p><i>Website</i></p> <p><i>Website</i></p> <p><i>Website</i></p> <p><i>Website</i></p> <p><i>Website</i></p> <p><i>Website</i></p> <p><i>Website</i></p>
<p><i>Records management and personal data policies, including:</i></p> <ul style="list-style-type: none"> <li>● <i>Information security policies</i></li> <li>● <i>Records retention destruction and archive policies</i></li> <li>● <i>Data protection (including information sharing policies)</i></li> </ul>	<p><i>Meet with Headteacher to discuss request</i></p>
<p><i>Charging regimes and policies.</i></p> <p><i>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published.</i></p> <p><i>They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</i></p>	<p><i>Website</i></p>

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<b><i>Class 6 – Lists and Registers</i></b> <i>Currently maintained lists and registers only</i>	
<i>Curriculum circulars and statutory instruments</i>	<i>Meet with Headteacher to discuss request</i>
<i>Disclosure logs</i>	<i>Meet with Headteacher to discuss request</i>
<i>Asset register</i>	<i>Meet with Headteacher to discuss request</i>
<i>Any information the school is currently legally required to hold in publicly available registers (<b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b>)</i>	<i>Meet with Headteacher to discuss request</i>
<b><i>Class 7 – The services we offer</i></b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i>	
<i>Extra-curricular activities</i>	<i>Website</i> <i>Via letters/texts</i>
<i>Out of school clubs</i>	<i>Website</i> <i>Via letters/texts</i>

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<i>School publications</i>	<i>Website</i> <i>Via letters/texts</i>
<i>Services for which the school is entitled to recover a fee, together with those fees</i>	<i>Website</i> <i>Via letters/texts</i>
<i>Leaflets books and newsletters</i>	<i>Website</i> <i>Via letters/texts</i>

**Contact details: Laurel Avenue Community Primary School 0191 3868416**



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### *SCHEDULE OF CHARGES*

*This describes how the charges have been arrived at and should be published as part of the guide.*

<b><i>TYPE OF CHARGE</i></b>	<b><i>DESCRIPTION</i></b>	<b><i>BASIS OF CHARGE</i></b>
<b><i>Disbursement cost</i></b>	<i>Photocopying/printing @ 5p per sheet (black &amp; white)</i>	<i>Actual cost*</i>
	<i>Photocopying/printing @ 10p per sheet (colour)</i>	<i>Actual cost*</i>
	<i>Postage</i>	<i>Actual cost* of Royal Mail standard 2<sup>nd</sup> class</i>
<b><i>Statutory Fee</i></b>		<i>In accordance with the relevant legislation (quote the actual statute)</i>
<b><i>Other</i></b>		

*\* the actual cost incurred by the public authority*