

## FREEDOM OF INFORMATION

**GUIDE TO INFORMATION AVAILABLE FROM  
PUBLICATION SCHEME**

Shipham First

**SCHOOL UNDER THE MODEL**

### CLASS 1 – WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts)

**This will be current information only**

| Information to be Published   | How the Information can be obtained<br>(hard copy and/or website)   | Cost |
|---|---|------|
| Who's who in the school   | <b>Website</b><br><a href="http://www.shiphamfirst.co.uk">www.shiphamfirst.co.uk</a><br><b>Hard copy</b><br>Contact school office | free |
| Who's who on the Governing Body and the basis of their appointment  | <b>Website</b><br><a href="http://www.shiphamfirst.co.uk">www.shiphamfirst.co.uk</a><br><b>Hard copy</b><br>Contact school office | free |
| Instrument of Government  | <b>Hard copy</b><br>Contact school office   | free |
| Contact details for the Headteacher and for the Governing Body (named contact where possible with telephone number and email address (if used)) | <b>Website</b><br><a href="http://www.shiphamfirst.co.uk">www.shiphamfirst.co.uk</a><br><b>Hard copy</b><br>Contact school office | free |
| School prospectus   | <b>Website</b><br><a href="http://www.shiphamfirst.co.uk">www.shiphamfirst.co.uk</a><br><b>Hard copy</b><br>Contact school office | free |
| Staffing structure  | <b>Website</b><br><a href="http://www.shiphamfirst.co.uk">www.shiphamfirst.co.uk</a>  | free |

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|                                     |   |      |
|-------------------------------------|---|------|
|                                     |   |      |
| School session times and term dates | <b>Website</b><br><a href="http://www.shiphamfirst.co.uk">www.shiphamfirst.co.uk</a><br><b>Hard copy</b><br>Contact school office | 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)

Current and previous financial year as a minimum

| Information to be Published                 | How the Information can be obtained<br>(hard copy and/or website) | Cost     |
|---|---|----------|
| Annual budget plan and financial statements | <b>Hard copy</b><br>Contact school office                         | 5p/sheet |
| Capitalised funding                         | <b>Hard copy</b><br>Contact school office                         | 5p/sheet |
| Additional funding                          | <b>Hard copy</b><br>Contact school office                         | 5p/sheet |
| Procurement and projects                    | <b>Hard copy</b><br>Contact school office                         | 5p/sheet |
| Pay policy                                  | <b>Hard copy</b><br>Contact school office                         | 5p/sheet |
| Staffing and grading structure              | <b>Hard copy</b><br>Contact school office                         | 5p/sheet |
| Governors' allowances                       | <b>Hard copy</b><br>Contact school office                         | 5p/sheet |

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### 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

| Information to be Published  | How the Information can be obtained<br>(hard copy and/or website)  | Cost                         |
|--|--|------------------------------|
| School profile: <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report                             <ul style="list-style-type: none"> <li>– Summary</li> <li>– Full report</li> </ul> </li> </ul> | <b>Website</b><br><a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a><br><br><b>Website</b><br><a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a><br><br><b>Website</b><br><a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> | free<br><br>free<br><br>free |
| Performance management policy and procedures adopted by the Governing Body   | <b>Hard copy</b><br>Contact school office  | 5p/sheet                     |
| School's future plans  | <b>Hard copy</b><br>Contact school office  | 5p/sheet                     |
| Every Child Matters – policies and procedures  | <b>Hard copy</b><br>Contact school office  | 5p/sheet                     |

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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

| Information to be Published   | How the Information can be obtained<br>(hard copy and/or website) | Cost     |
|---|---|----------|
| Admissions policy/decisions (not individual admission decisions)  | <b>Hard copy</b><br>Contact school office                         | 5p/sheet |
| Agendas of meetings of the Governing Body and (if held) its sub-committees  | <b>Hard copy</b><br>Contact school office                         | 5p/sheet |
| Minutes of meetings (as above)<br>NB: this will excluded information that is properly regarded as private to the meetings | <b>Hard copy</b><br>Contact school office                         | 5p/sheet |
|   |   |          |

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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

| Information to be Published                                       | How the Information can be obtained<br>(hard copy and/or website)                    | Cost     |
|---|--|----------|
| School policies including:  |  |          |
| • Charging and remissions policy                                  | <b>Hard copy</b><br>Contact school office  | 5p/sheet |
| • Health and Safety   | <b>Hard copy</b><br>Contact school office  | 5p/sheet |
| • Complaints procedure  | <b>Hard copy</b><br>Contact school office  | 5p/sheet |
| • Staff conduct policy  | <b>Hard copy</b><br>Contact school office  | 5p/sheet |
| • Discipline and grievance policies                               | <b>Website</b><br><a href="http://www.shiphamfirst.co.uk">www.shiphamfirst.co.uk</a> | free     |
| • Staffing structure implementation plan                          | <b>Hard copy</b><br>Contact school office  | 5p/sheet |
| • Information request handling policy                             | <b>Hard copy</b><br>Contact school office  | 5p/sheet |
| • Equality and diversity (including equal opportunities) policies | <b>Hard copy</b>   | 5p/sheet |

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| Information to be Published   | How the Information can be obtained<br>(hard copy and/or website)  | Cost   |
|---|--|--|
| <ul style="list-style-type: none"> <li>Staff recruitment policies</li> </ul>  | Contact school office<br><b>Hard copy</b><br>Contact school office   | 5p/sheet   |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>Home-school agreement</li> <li>Curriculum</li> <li>Sex education</li> <li>Special Educational Needs</li> </ul> | <b>Hard copy</b><br>Contact school office<br><br><b>Hard copy</b><br>Contact school office<br><br><b>Hard copy</b><br>Contact school office<br><br><b>Hard copy</b><br>Contact school office   | 5p/sheet<br><br>5p/sheet<br><br>5p/sheet<br><br>5p/sheet |
| <ul style="list-style-type: none"> <li>Accessibility</li> <li>Race equality</li> <li>Collective worship</li> <li>Pupils discipline</li> </ul>   | <b>Website</b><br><a href="http://www.shiphamfirst.co.uk">www.shiphamfirst.co.uk</a><br><br><b>Hard copy</b><br>Contact school office<br><br><b>Hard copy</b><br>Contact school office<br><br><b>Website</b><br><a href="http://www.shiphamfirst.co.uk">www.shiphamfirst.co.uk</a> | free<br><br>5p/sheet<br><br>5p/sheet<br><br>free         |
| Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information security policies</li> </ul>   | <b>Hard copy</b><br>Contact school office  | 5p/sheet   |

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| Information to be Published  | How the Information can be obtained<br>(hard copy and/or website)                                   | Cost                            |
|--|---|---------------------------------|
| <ul style="list-style-type: none"> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>   | <p><b>Hard copy</b><br/>Contact school office</p> <p><b>Hard copy</b><br/>Contact school office</p> | <p>5p/sheet</p> <p>5p/sheet</p> |
| <p>Charging regimes and policies</p> <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><b>Hard copy</b><br/>Contact school office</p>   | <p>5p/sheet</p>                 |



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## CLASS 6 – LISTS AND REGISTERS

### Currently maintained lists and registers only

| Information to be Published   | How the Information can be obtained<br>(hard copy and/or website – some information<br>may only be available by inspection) | Cost     |
|---|---|----------|
| Curriculum circulars and statutory instruments  | <b>Hard copy</b><br>Contact school office   | 5p/sheet |
| Disclosure logs   | <b>Hard copy</b><br>Contact school office   | 5p/sheet |
| Asset register  | <b>Hard copy</b><br>Contact school office   | 5p/sheet |
| Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> ) | <b>Hard copy</b><br>Contact school office   | 5p/sheet |

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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)

#### Current information only

| Information to be Published  | How the Information can be obtained<br>(hard copy and/or website – some information<br>may only be available by inspection) | Cost |
|--|---|------|
| Extra-curricular activities  | <b>Hard copy</b><br>Contact school office   | free |
| Out of school clubs  | <b>Hard copy</b><br>Contact school office   | free |
| School publications  | <b>Hard copy</b><br>Contact school office   | free |
| Services for which the school is entitled to recover a fee, together with those fees   | <b>Hard copy</b><br>Contact school office   | free |
| Leaflets books and newsletters   | <b>Hard copy</b><br>Contact school office   | free |
| <b>ADDITIONAL INFORMATION</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above | <b>Hard copy</b><br>Contact school office   | free |

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**Contact Details:**

Shipham Church of England First School  
Turnpike Road  
Shipham  
Somerset  
BS25 1TX

### SCHEDULE OF CHARGES

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  |
|--------------------------|---|--|
| <b>Disbursement Cost</b> | Photocopying/printing @ 5 p per sheet (black and white) | Actual cost 2p b&w, 6p colour  |
|                          | Photocopying/printing @10 p per sheet (colour)          |  |
|                          |   |  |
|                          | Postage – actual royal mail charges                     | Actual cost of Royal Mail standard 2nd class                           |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation (quote the actual statute) |
|                          |   |  |
| <b>Other</b>             |   |  |
|                          |   |  |

\* the actual cost incurred by the public authority