

Freedom of Information

Guide to information available from Mawsley Community Primary School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
<p>Who's who in the school</p>	<p>Website</p>	<p>Free</p>
<p>Who's who on the governing board and the basis of their appointment</p>	<p>Website</p>	<p>Free</p>

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Instrument of Government	On website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website. See also https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/Pages/term-dates.aspx	Free
Address of school and contact details, including email address.	Website	Free

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	Some financial information is available at: schools-financial-benchmarking.service.gov.uk	
Annual budget plan and financial statements	Hard copy available on application	10p per sheet for hard copy
Capital funding	Hard copy available on application	10p per sheet for hard copy
Financial audit reports	Hard copy available on application	10p per sheet for hard copy

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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 on application	10p per sheet for hard copy
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 on application	10p per sheet for hard copy
Pay policy (teachers and support staff)	Hard copy available on application	10p per sheet for hard copy
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 on application	10p per sheet

Freedom of Information

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<p>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. All anonymised.</p>	<p>Hard copy available on application</p>	<p>10p per sheet</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>On website</p>	<p>Free</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		

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<p>School profile (if any)</p> <p>And in all cases:</p> <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 • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>The school website provides a link to performance data on the DfE website</p> <p>A copy of the most recent Ofsted report is available on the school website</p> <p>Hard copy information available on application</p>	<p>Free</p> <p>10p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy available on application</p>	<p>10p per sheet</p>

Freedom of Information

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Performance data or a direct link to it	As above. Link on website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	No such plans	
Safeguarding and child protection	On website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	NCC deal with all admissions and the school's website has a link to the admissions pages of the NCC website	

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<p>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).</p>	<p>Available for inspection on request</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <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.</p>	<p>The school publishes the information that it is required to publish on its school website. Hard copies of current versions of other statutory policies are available on application</p>	<p>10p per sheet for hard copies</p>

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<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) 	<p>The school adopts the NCC policy.</p>	<p>Free</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>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>On website</p>	<p>Free</p>

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

Freedom of Information

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Current information only		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books and newsletters	Website. Hard copies available on request.	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
None applicable		

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost plus admin charge

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Guide to information available from Mawsley Community Primary School under the model publication scheme

	Photocopying/printing @ 15p per sheet (colour)	Actual cost plus admin charge
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority