

# Freedom of Information Act 2000

## Information available from *Percy Main Primary School* under the model publication scheme

Percy Main Primary School has adopted the Information Commissioner's Office Model Publication Scheme. This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> Information about us; our structures, locations and contacts Current information only		
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website: <a href="http://Percymainprimary.org.uk">Percymainprimary.org.uk</a>	None
Head teacher's contact details	Website: <a href="http://Percymainprimary.org.uk">Percymainprimary.org.uk</a>	None
Who's who in the school	Website: <a href="http://Percymainprimary.org.uk">Percymainprimary.org.uk</a>	None
Who's who on the governing body and selection criteria for appointment Governing body's contact details	Website: <a href="http://Percymainprimary.org.uk">Percymainprimary.org.uk</a>	None
Instrument of Government	Hard copy	As per Schedule of Charges
School prospectus	Not available	N/A
School session times and term dates	Website: <a href="http://Percymainprimary.org.uk">Percymainprimary.org.uk</a>	None
<b>Class 2 – What we spend and how we spend it</b> Financial information about projected and actual income		

and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		
Annual budget and financial statements	Hard Copy	As per Schedule of Charges
Capital funding	Hard Copy	As per Schedule of Charges
Financial Audits reports	Hard Copy	As per Schedule of Charges
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard Copy	As per Schedule of Charges
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard Copy	As per Schedule of Charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard Copy	As per Schedule of Charges
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy	As per Schedule of Charges
Procurement and contracts we have entered into	Hard Copy	As per Schedule of Charges
Details of any premiums we receive such as Pupil premium.	Website: Percymainprimary.org.uk Hard Copy	As per Schedule of Charges
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators,		

audits, inspections and reviews Current information as a minimum		
Annual Report	Website: Percymainprimary.org.uk Hard Copy	As per Schedule of Charges
Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan	Website: Percymainprimary.org.uk  Hard Copy	As per Schedule of Charges
Exam and assessment results	Website: Percymainprimary.org.uk	None
Performance tables	Hard Copy	As per Schedule of Charges
Careers programme information	Not available	N/A
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Hard copies available on request	As per Schedule of Charges
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	<a href="https://www.gov.uk/school-performance-tables">https://www.gov.uk/school-performance-tables</a>	None
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy	As per Schedule of Charges
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of</i>	Website: Percymainprimary.org.uk  Hard Copy	As per Schedule of Charges

<i>successful applicants, including criteria on which applications were successful)</i>		
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard Copy or available by inspection	As per Schedule of Charges
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website: Percymainprimary.org.uk  Hard Copy	As per Schedule of Charges
Safeguarding and child protection, including protecting children’s personal data	Website: Percymainprimary.org.uk  Hard Copy	As per Schedule of Charges
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Website: Percymainprimary.org.uk  Hard Copy	As per Schedule of Charges
Policies and procedures relating to recruitment and human resources	Hard Copy	As per Schedule of Charges
Special educational needs	Website: Percymainprimary.org.uk  Hard Copy	As per Schedule of Charges
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website: Percymainprimary.org.uk  Hard Copy	As per Schedule of Charges
Pay Policy	Hard Copy	As per Schedule of Charges

Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Hard Copy	As per Schedule of Charges
Charging regimes and policies	Website: Percymainprimary.org.uk Hard Copy	As per Schedule of Charges
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard Copy	As per Schedule of Charges
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Not available	N/A
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard Copy	As per Schedule of Charges
Asset register and Information Asset register	Hard Copy	As per Schedule of Charges
Any information we are currently legally required to hold in publicly available registers	Hard Copy	As per Schedule of Charges
<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only		
Extra-curricular activities	Hard Copy	As per Schedule of Charges

Out of school clubs	Hard Copy	As per Schedule of Charges
Services for which we are entitled to recover a fee, together with those fees	Hard Copy	As per Schedule of Charges
Requests for paper copies of information	Website: Percymainprimary.org.uk  Hard Copy	As per Schedule of Charges
Our publications, leaflets, books and newsletters	Website: Percymainprimary.org.uk  Hard Copy	As per Schedule of Charges
<b>Additional Information</b> Any information that is not itemised in the lists above	Hard Copy	As per Schedule of Charges

## Schedule of charges

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 2p per sheet (black & white)	Actual cost 0.75p
	Photocopying @ 5p per sheet (colour)	Actual cost 3.9p
	Postage	Actual cost of Royal Mail standard/large 2 <sup>nd</sup> class stamp
<b>Statutory Fee</b>	£25 per hour to a maximum of 18 hours (£450)	Regulation 4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
<b>Other</b>		