



Sedbergh Primary School

Freedom of Information Policy

This policy was reviewed and updated based on most the most recent guidance available to school. The policy should be read in conjunction with the following policy documents:

- Child Protection Policy
- Single Equalities Policy and Scheme
- E-Safety Policy
- Data Protection Policy
- Staff and Volunteer Confidentiality Policy

Approved by: *Peter Irvine*

Date: *13th February 2023*

Review Date: *February 2024*

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).

| Version Number | Version Description | Date of Revision |
|----------------|----------------------|------------------|
| Version 1 | Original | February 2015 |
| Version 2 | Review | February 2017 |
| Version 3 | Review | February 2018 |
| Version 4 | Review | January 2019 |
| Version 5 | Annual review at FBR | 20.1.2020 |
| Version 6 | Annual review at FBR | 22.2.2022 |
| Version 7 | Annual review at FBR | 13.2.2023 |
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If you require this document in another format; i.e. easy read, large text, audio, Braille or a community language, please contact the school office.

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Freedom of Information Policy Sedbergh Primary School

| 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 / available on school website | Printing costs |
| Who's who in the school | School website | Free |
| Who's who on the governing body and the basis of their appointment | School website | Free |
| Instrument of Government | School | Printing costs |
| Contact details for the Headteacher and for the governing body | School website | Free |
| Staffing structure | Hard copy | Free |
| School session times and term dates | School website/app | Free |
| 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 | Hard copy | Printing costs |
| Annual budget plan and financial statements | Hard copy | Printing costs |
| Capitalised funding | Hard copy | Printing costs |
| Additional funding (such as pupil premium) | Hard copy | Printing costs |
| Procurement and projects | Hard copy | Printing costs |
| Pay policy | Hard copy | Printing costs |
| Staffing and grading structure | Hard copy | Printing costs |
| Governor allowances | Hard copy | Printing costs |
| Financial audit reports | Hard copy | Printing costs |
| Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical). | Hard copy | Printing costs |
| 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 | Printing costs |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members. | Hard copy | Printing costs |
| Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees. | Hard copy | Printing costs |
| Class 3 – What our priorities are and how we are doing Strategies, plans, performance indicators, audits, inspections and reviews. Current information as a minimum | Hard copy / available on school website | Printing costs |
| The latest Ofsted report - Summary - Full report - Dashboard data | School website School website School website | Free |
| Performance management policy and procedures adopted by the governing body | Hard copy/CCC website | Free |
| Exam and assessment results | School website Compare schools government 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 | Printing costs |
| Admissions policy/decisions (not individual admission decisions) | Hard copy / available on school website | Printing costs |
| Agendas of meetings of the governing body and its committees | Hard copy | Printing costs |
| Minutes of meetings (as above) – NB this will exclude information deemed confidential to the meeting | Hard copy | Printing costs |
| Class 5 – Our policies and procedures Current written protocols, policies, and procedures for delivering our services and responsibilities. Current information only | Hard copy / available on school website | Printing costs |
| School policies including: <ul style="list-style-type: none"> • Safeguarding • Child protection • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Equality policy • Staff recruitment policies • Pay policy | Hard copy / available on school website | Printing costs |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school Agreement • Curriculum • Relationship and Sex Education • Special Educational Needs • Accessibility Plan • Single Equalities Policy • Behaviour (including Anti-Bullying) Policy | Hard copy / available on school website | Printing costs |
| Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including Privacy Notices) | Hard copy | Printing costs |
| Class 6 – Lists and Registers Currently maintained lists and registers only | Hard copy some information may only be available by inspection | Printing costs |
| Curriculum circulars and statutory instruments | Hard copy some information may only be available by inspection | Printing costs |
| Disclosure logs | Hard copy some information may only be available by inspection | Printing costs |
| Asset register | Hard copy some information may only be available by inspection | Printing costs |
| Any information the school is currently legally required to hold in publicly | Hard copy some information may only be available by inspection | Printing costs |
| 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 | Hard copy or available on school website | Printing costs |
| Extra-curricular activities | Hard copy or available on school website | Printing costs |
| Out of school clubs | Hard copy or available on school website | Printing costs |
| School publications | Hard copy or available on school website | Printing costs |
| Services for which the school is entitled to recover a fee, together with those fees | Hard copy or available on school website | Printing costs |

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| Leaflets books and newsletters | Hard copy or available on school website | Printing costs |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | | |

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 @ .5 p per sheet (black & white) | Actual cost incurred |
| | Photocopying/printing @ .10 p per sheet (colour) | Actual cost incurred |
| | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory fee | | Statutory Fee In accordance with the relevant legislation. |