

## Freedom of Information

*Information that may be requested from Uffington Church of England Primary School under the publication scheme*

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts - current information only)		
Who's who in the school	School prospectus (hard copy or website)	
Who's who on the governing body and the basis of their appointment	School prospectus (hard copy or website)	
Instrument of Government		
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School prospectus (hard copy or website)	
School prospectus	Website or hard copy on request from the school office	

Staffing structure	School prospectus (hard copy or website)	
School session times and term dates	Website or hard copy on request from the school office	

<p><b>Class 2 – What we spend and how we spend it</b>  (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>	Hard copy on request from the School Administrator	
Annual budget plan and financial statements	Hard copy on request from the School Administrator	
Capitalised funding	Hard copy on request from the School Administrator	
Additional funding	Hard copy on request from the School Administrator; Pupil Premium Report published on school website	
Procurement and projects	Hard copy on request from the School Administrator	
Pay policy	Hard copy on request from the School Administrator	
Staffing and grading structure	Hard copy on request from the School Administrator	
Governors' allowances	Hard copy on request from the Clerk to the Governors	

<p><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</p>		
<p>School profile</p> <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>	<p>Website or hard copy on request from the school office</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy on request from the School Administrator</p>	
<p>School Development Plan</p>	<p>Hard copy on request from the school office</p>	
<p>Pupil Premium information</p>	<p>Website or hard copy on request from the school office</p>	
<p>Sports Premium information</p>	<p>Website or hard copy on request from the school office</p>	
<p>Preparation for Life in Modern Britain information</p>	<p>Website or hard copy on request from the school office</p>	

<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/decisions (not individual admission decisions)	School prospectus (hard copy or website)	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard or electronic copy on request from the Clerk to the Governors	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard or electronic copy on request from the Clerk to the Governors	

<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 including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> </ul>	Hard or electronic copy on request from the School Administrator	

<ul style="list-style-type: none"> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Pupil discipline</li> </ul>	Website or hard / electronic copy on request from the School Administrator	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard or electronic copy on request from the School Administrator	
<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>	Website or hard / electronic copy on request from the School Administrator	

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>		
Curriculum circulars and statutory instruments	May be viewed on request	
Disclosure logs	May be viewed on request	

Asset register	May be viewed on request	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	May be viewed on request	

<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	Website	
School publications	On request from the School Administrator	
Services for which the school is entitled to recover a fee, together with those fees	On request from the School Administrator	
Leaflets books and newsletters	On request from the School Administrator	

**Contact details:**

The School Administrator  
Mrs S Lawson  
Uffington Church of England Primary School  
School Lane  
Uffington  
Stamford  
Lincs  
PE9 4SU

Tel (01780)756236

## 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/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> 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