




Temple Sowerby CE Primary School

FREEDOM OF INFORMATION PUBLICATION SCHEME

2021-2024

Approved by¹	
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Position:	Headteacher
Signed:	
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¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

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Guide to information available from Temple Sowerby CE School under the model

Note: This template is intended to assist smaller schools (and in particular, primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document “How to complete the Guide to Information for Schools”.

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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	website and hard copy	
Who’s who in the school	website and hard copy	
Who’s who on the governing body/board of governors and the basis of their appointment	website and hard copy	
Instrument of Government/Articles of Association	website and hard copy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	website and hard copy	
Staffing structure	website and hard copy	
School session times and term dates	website and hard copy	
Address of school and contact details, including email address	website and hard copy	
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 and/or website)	
Annual budget plan and financial statements	hard copy – school office	
Capital funding	hard copy – school office	

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Financial audit reports	hard copy – school office	
Procurement and contracts the school has entered into	hard copy – school office	
Pay policy	hard copy – school office	
Staffing, pay and grading structure.	hard copy – school office	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	N/A	

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<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>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>website</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>hard copy – school office</p>	
<p>The school's future plans</p>	<p>hard copy – school office</p>	
<p>Safeguarding and child protection</p>	<p>website (policies) and hard copy</p>	

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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 or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	website	
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).	hard copy – school office	

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<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 English government. These will include policies and procedures for handling information requests.</p>	<p>(hard copy or website)</p>	
<p>Accessibility plan Online Safety Policy and procedures School Privacy Notice Charging and Remissions Policy Equality Policy EYFS Policy Behaviour Principles Written Statement Behaviour Policy and Procedures TS Behaviour Policy Addendum Overarching Safeguarding Statement Child Protection Policy and Procedures Child Protection Policy Covid 19 Addendum SEN policy SEN information report Sun Smart Policy Complaints Procedures Collective Worship Policy Religious Education Policy</p>	<p>website or hard copy</p>	

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Relationships Health and Sex Education Policy		
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 information sharing policies)	hard copy	
Charging regimes and policies. 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. 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”).	website or hard copy	

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Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Hard copy	
Asset register	Hard copy	

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<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>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>website or hard copy</p>	
<p>Out of school clubs</p>	<p>website or hard copy</p>	
<p>School publications, leaflets, books and newsletters</p>	<p>website or hard copy</p>	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

SCHEDULE OF CHARGES

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

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

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