

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

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	(hard copy and/or website)	

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

Who's who in the school	Website http://www.srsa.richmond.sch.uk/Our-staff-team	Free
Who's who on the governing body and the basis of their appointment	Website http://www.srsa.richmond.sch.uk/listofschoolgovernors	Free
Instrument of Government	Website http://www.srsa.richmond.sch.uk/listofschoolgovernors	Free

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website http://www.srsa.richmond.sch.uk/contactdetails	Free
School prospectus (if any)	N/A	
Annual Report (if any)	N/A	
Staffing structure	Website http://www.srsa.richmond.sch.uk/Our-staff-team	Free
School session times and term dates	Website http://www.srsa.richmond.sch.uk/datesandevents	Free

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

Address of school and contact details, including email address.	Website http://www.srsa.richmond.sch.uk/contactdetails	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 and/or website)	
Annual budget plan and financial statements	Request from school office	
Capital funding	Request from school office	
Financial audit reports	Request from school office	

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Request from school office	
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).	Request from school office	
Pay policy	Website http://www.srsa.richmond.sch.uk/Our-staff-team	
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.	N/A	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership	Website http://www.srsa.richmond.sch.uk/Our-staff-team	Free

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	ond.sch.uk/Our-staff-team	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
School profile (if any) And in all cases: <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 	N/A Website http://www.srsa.richm	Free

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

<ul style="list-style-type: none"> The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	ond.sch.uk/School-Policies	
Performance management policy and procedures adopted by the governing body.	Website http://www.srsa.richmond.sch.uk/Our-staff-team	Free
Performance data or a direct link to it	Website http://www.srsa.richmond.sch.uk/School-Policies	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	N/A	

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

Safeguarding and child protection	Website http://www.srsa.richmond.sch.uk/School-Policies	Free
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 http://www.srsa.richmond.sch.uk/admissions-procedures	Free

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

<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>Request from school office</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. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p>(hard copy or website)</p>	

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

<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>Website http://www.srsa.richmond.sch.uk/School-Policies</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>Website http://www.srsa.richmond.sch.uk/School-Policies</p>	<p>Free</p>

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>N/A</p>	
<p>Disclosure logs</p>	<p>N/A</p>	
<p>Asset register</p>	<p>Request from school office</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Request from school office</p>	
<p>Class 7 – The services we offer</p> <p>(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

Guide to information available from St Richard's CE Primary School under the model publication scheme

Current information only		
Extra-curricular activities	Website http://www.srsa.richmond.sch.uk/newsletters	Free
Out of school clubs	Website http://www.srsa.richmond.sch.uk/newsletters	Free
Services for which the school is entitled to recover a fee, together with those fees	N/A	
School publications, leaflets, books and newsletters	Website http://www.srsa.richmond.sch.uk/newsletters	Free

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

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 @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 6p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

Freedom of Information

Guide to information available from St Richard's CE Primary School under the model publication scheme

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority