



## Freedom of Information

### Guide to information available from Eleanor Palmer School under the model publication scheme

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost (where applicable)</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Website	
Who’s who in the school	Website	
Who’s who on the governing body / board of governors and the basis of their appointment	Website	
Instrument of Government	Hard copy from office	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
School prospectus (if any)	N/A	



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Annual Report (if any)	N/A	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	
<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)  Current and previous financial year as a minimum	Hard/soft copy available on request from office	10p per sheet for hard copies
Annual budget plan and financial statements	Hard/soft copy available on request from office	10p per sheet for hard copies
Capital funding	Hard/soft copy available on request from office	10p per sheet for hard copies
Financial audit reports	Hard/soft copy available on request from office	10p per sheet for hard copies
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard/soft copy available on request from office	10p per sheet for hard copies



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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).	Hard/soft copy available on request from office	10p per sheet for hard copies
Pay policy	Hard/soft copy available on request from office	10p per sheet for hard copies
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.	Hard/soft copy of Financial Procedures Policy available on request from office	10p per sheet for hard copies
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard/soft copy available on request from office	10p per sheet for hard copies
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard/soft copy available on request from office	10p per sheet for hard copies
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	10p per sheet for hard copies



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Current information as a minimum		
School profile (if any)	Website	
And in all cases:		
<ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>		
Performance management policy and procedures adopted by the governing body.	Hard/soft copy available on request from office	
Performance data or a direct link to it	Website	
The school's future plans: for example, proposals for and any	Hard/soft copy available	



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consultation on the future of the school, such as a change in status	on request from office	
Safeguarding and child protection	Website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	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).	Website	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) 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	Many are on website. Hard copies of all policies are available on request from school office	10p per sheet for hard copies



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<p>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>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>	<p>Website or hard copies available from school office</p>	<p>10p per sheet for hard copies</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</p>	



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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	Hard copy or website; some information may only be available by inspection.	10p per sheet for hard copies
Curriculum circulars and statutory instruments	Hard copy or website	10p per sheet for hard copies
Disclosure logs	Available to view in office	
Asset register	Available to view in office	
Any information the school is currently legally required to hold in publicly available registers	Available to view in office	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	Website	
Extra-curricular activities	Website (school	



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	newsletters)	
Out of school clubs	Website (school newsletters)	
Services for which the school is entitled to recover a fee, together with those fees	Charging Policy – on website	
School publications, leaflets, books and newsletters	Website	

#### **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 @ 8p per sheet (black & white)	Actual cost





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	Photocopying/printing @ 15p 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 school