

# Freedom of Information



## Guide to information available from Fairfield Infant and Colneis Junior Schools under the model publication scheme



Much information can be obtained, free of charge, from the schools' web-site. This can be found at:

- <http://www.colneisjunior.co.uk/> and <http://www.fairfieldinfant.co.uk/>

Any information publicly available via the website is exempt from Freedom of Information Act requests and will not, therefore, be supplied by other means.

Information otherwise available may be supplied in one of a number of other ways, as indicated below:

- E-mail with attachments
- Pre-arranged on-site inspection
- Hard copy

In the case of hard copies being provided charges will be levied, as described in the "Schedule of Charges" at the end of this document

Should a request be made for any information that is not published on the website, this should be in writing to the Headteacher via the appropriate school office.

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Information to be published.	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p>		
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Pre-arranged on-site inspection Hard copy	Free  See schedule of charges for hard copies
Contact details for the Head teacher and for the governing body.	Website  Via the relevant school office	Free

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School prospectus	Website	Free
Annual Report (if applicable)	N/A	
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(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>		
Annual budget plan and financial statements	Pre-arranged on-site inspection	Free
Capital funding	Pre-arranged on-site inspection	Free
Financial audit reports	Pre-arranged on-site inspection	Free
Details of expenditure items over £2000 – published at least annually but at a	Pre-arranged on-site	Free

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more frequent quarterly or six-monthly interval where practical.	inspection	
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	Pre-arranged on-site inspection	Free
Pay policy	Pre-arranged on-site inspection	Free
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.	Pre-arranged on-site inspection	Free
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.	Pre-arranged on-site inspection	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Pre-arranged on-site inspection	Free
<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		
School profile (if any)	Website	

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<p>And in all cases:</p> <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 report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Pupil attainment data: Website</p> <p>Ofsted reports: Linked to from website</p> <p>Pre-arranged on-site inspection</p>	Free
Performance management policy and procedures adopted by the governing body.	Pre-arranged on-site inspection	Free
Performance data or a direct link to it	Pupil performance data on school website	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	Pre-arranged on-site inspection	Free
Safeguarding and child protection	<p>Policy available on school website</p> <p>Any other information: Pre-arranged on-site inspection</p>	Free

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<p><b>Class 4 – How we make decisions</b>                  (Decision making processes and records of decisions)                  Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	Suffolk County Council	N/A
<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>	Pre-arranged on-site inspection	Free
<p><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 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</p>	<p>Statutory Policies, Procedures and Documents available on school website                   All other policies, procedures and documents by pre-arranged on-site inspection</p>	Free

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<p>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>Pre-arranged on-site inspection</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>Pre-arranged on-site inspection</p>	<p>Free</p>
<p><b>Class 6 – Lists and Registers</b></p>		

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Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Pre-arranged on-site inspection	Free
Disclosure logs	Pre-arranged on-site inspection	Free
Asset register	Pre-arranged on-site inspection	Free
Any information the school is currently legally required to hold in publicly available registers	Pre-arranged on-site inspection	Free
<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>		
Extra-curricular activities	School website	Free
Out of school clubs	School website	Free



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Services for which the school is entitled to recover a fee, together with those fees	Pre-arranged on-site inspection	Free
School publications, leaflets, books and newsletters	School website	Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	N/A	

### 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
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 5p per sheet (colour)	Actual cost*

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	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