

Freedom of Information Publication Scheme  
Guide to information available from St Aldhelm's Church Primary School



**Who we are and what we do**

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the governing board of governors and the basis of their appointment	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>	Nil
Instrument of Government/Articles of Association	J Sims Clerk to the Governors c/o St Aldhelm's Primary School	Nil
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	J Sims Clerk to the Governors c/o St Aldhelm's Primary School or Request to Headteacher	Nil
School prospectus	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>	Nil
Annual Report – SEND Report, Sports Grant and Pupil Premium Grant	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>	
Staffing structure	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>	Nil
School session times and term dates	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>	Nil
Address of school and contact details, including email address.	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>	Nil

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### 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

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	Request to Headteacher	Per page copied
Capital funding	Request to Headteacher	Per page copied
Financial audit reports	Request to Headteacher	Per page copied
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Request to Headteacher	Per page copied
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 to Headteacher	Per page copied
Pay policy	Request to Clerk to Governors c/o J Sims St Aldhelm's Primary School	Per page copied
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.	Request to Headteacher	Per page copied
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or	Request to Headteacher	Per page copied

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equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Request to Headteacher	Per page copied

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### What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied by the government, or a direct link to the data</li> <li>• The latest Ofsted               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>  <a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a> <a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a> Request to Headteacher	Nil  Nil Nil
Performance management policy and procedures adopted by the governing body.	Request to Headteacher	Per page copied
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Request to Governing Body c/o J Sims Clerk to Governors	Per page copied
Safeguarding and child protection	Request to safeguarding lead – Headteacher	Per page copied

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**How we make decisions**

Current and previous three years as a minimum

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>	Nil
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).	Mrs J Sims – Clerk to Governors c/o St Aldhelm's Primary School	Per page copied

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### Our policies and procedures

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. These will include policies and procedures for handling information requests.

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School Policies and other documents	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>	Nil
Records management and personal data policies, including: <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>	Request to Headteacher <a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a> Data Protection policy	Nil
Equality and diversity policies	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a> Public Sector Equality Duty Statement	Nil
Policies and procedures for the recruitment of staff	Request to Headteacher	Per page copied
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.	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a> Part of Finance policy	Nil

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### Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	Request to Headteacher	Per page copied
Disclosure logs	Request to Headteacher	Per page copied
Asset register	Request to Headteacher	Per page copied
Any information the school is currently legally required to hold in publicly available registers	Request to Headteacher	Per page copied

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### The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  
Current information only

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>	Nil
Out of school clubs	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>	Nil
Services for which the school is entitled to recover a fee, together with those fees	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a> Part of finance policy	Nil
School publications, leaflets, and newsletters	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a> under News and Events	Nil
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	<a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a>	Nil



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### 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 @ 0.05p per sheet (black & white)	Actual cost
	Photocopying/printing @ 0.10p 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>		