

Freedom of Information

Guide to information available from Askam Village School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website) Prospectus Website	£0
Who's who in the school	Website	£0
Who's who on the governing body and the basis of their appointment	Website	£0
Instrument of Government	Clerk of Governors	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Prospectus/website	
School prospectus	Website/school office	
Annual Report	NA	
Staffing structure	Website/prospectus	
School session times and term dates	Website/prospectus	

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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	Clerk of governors	
Capitalised funding	Clerk of governors	
Additional funding	Clerk of governors	
Procurement and projects	Clerk of governors/school office	
Pay policy	Clerk of governors	
Staffing and grading structure	Clerk of governors	
Governors' allowances	Clerk of governors	

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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 <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website	
Performance management policy and procedures adopted by the governing body.	School office	
Schools future plans	School office	
Every Child Matters – policies and procedures	School office	£0

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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)	Website	
Agendas of meetings of the governing body and (if held) its sub-committees	Clerk of governors	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Clerk of governors	

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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</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Website Website Website Clerk Clerk Clerk Clerk Clerk Clerk</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality 	<p>Website Website Clerk Website Website Website</p>	

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<ul style="list-style-type: none"> • Collective worship • Careers education • Pupil discipline 	Website NA Website	
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) 	Clerk Clerk Website	
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.	Website Through letters to parents re school trips etc.	

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	School office	
Disclosure logs	School office/headteacher - confidentiality	
Asset register	School office	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School	

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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>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School office/website	
Out of school clubs	School office/website	
School publications	School office/website	
Services for which the school is entitled to recover a fee, together with those fees	School office	
Leaflets books and newsletters	Website/school office	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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Contact details: Clerk/Headteacher/Office, Askam Village School, Lots Road, Askam-in-Furness, Cumbria, LA16 7DA. 01229 462814

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

The photocopy contract is under review and may be subject to change @May 2013

* the actual cost incurred by the public authority