



## Freedom of Information

Guide to information available from Muschamp Primary School under the model publication scheme

The Information Commissioners Office Publication Model publication scheme Version 3 20151023 has been adopted by the Governing Body of Muschamp Primary School without modification.

### Appendix A

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	
<b>Information to be published.</b>	<b>How the information can be obtained</b> (hard copy or website; some information may only be available by inspection)
Who's who in the school	Website: Home/About Us /Who's Who <a href="http://www.muschamp.org.uk/whos-who/">http://www.muschamp.org.uk/whos-who/</a>
Who's who on the governing body / board of governors and the basis of their appointment	Website: Home /About Us/ Meet the Governors



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	<a href="http://www.muschamp.org.uk/meet-the-governors/">http://www.muschamp.org.uk/meet-the-governors/</a> Website: Home /Key Information/Governance <a href="http://www.muschamp.org.uk/governance/">http://www.muschamp.org.uk/governance/</a>
Instrument of Government	Hard copy - Contact school office <input type="checkbox"/>
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: Home /About Us /Contact Details
School prospectus	Hard Copy - Contact School Office
Staffing structure	Hard Copy - Contact School Office
School session times and term dates	Website: Home/About Us/School Day <a href="http://www.muschamp.org.uk/school-day/">http://www.muschamp.org.uk/school-day/</a> Website: Home/Parents/Useful Information <a href="http://www.muschamp.org.uk/useful-">http://www.muschamp.org.uk/useful-</a>



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	<a href="#">information/</a> Hard Copy - Contact School Office
Address of school and contact details, including email address.	Website: Home /About Us /Contact Details <a href="http://www.muschamp.org.uk/school-day/">http://www.muschamp.org.uk/school-day/</a>
<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	
<b>Information to be published.</b>	<b>How the information can be obtained</b> (hard copy or website; some information may only be available by inspection)
Annual budget plan and financial statements	Hard Copy - Contact School Office
Capital funding	Hard Copy - Contact School Office
Financial audit reports	Hard Copy - Contact School Office



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Details of expenditure items over £2000	Hard Copy - Contact School Office
Procurement and contracts the school has entered into	Hard Copy - Contact School Office
Pay policy	Hard Copy - Contact School Office
Staff allowances and expenses	Hard Copy - Contact School Office
Staffing, pay and grading structure.	Hard Copy - Contact School Office
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy - Contact School Office
<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	
<b>Information to be published.</b>	<b>How the information can be obtained</b>



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	(hard copy or website; some information may only be available by inspection)
Performance data supplied to the Government	Website: Home/Key Information/KS2 Results <a href="http://www.muschamp.org.uk/ks2-results/">http://www.muschamp.org.uk/ks2-results/</a>
The latest Ofsted Report	Website: Home/Key Information/Ofsted Reports <a href="http://www.muschamp.org.uk/ofsted-reports/">http://www.muschamp.org.uk/ofsted-reports/</a>
Post-inspection action plan	Hard Copy – Contact School Office
Performance management policy and procedures adopted by the governing body.	Hard Copy - Contact School Office



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The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy – Contact school office No current plans to change status in place
Safeguarding and child protection	Website: Home/About Us/Safeguarding Safeguarding Policy Website: Home/Home/Key Information/Policies <a href="http://www.muschamp.org.uk/policies/">http://www.muschamp.org.uk/policies/</a>
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	
<b>Information to be published.</b>	<b>How the information can be obtained</b> (hard copy or website; some information may only be available by inspection)
Admissions policy/decisions (not individual admission decisions) –	Website: Home/Key



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where applicable	Information/Admissions <a href="http://www.muschamp.org.uk/admissions/">http://www.muschamp.org.uk/admissions/</a>
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).	Hard Copy - Contact School Office
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) (hard copy or website)	
<b>Information to be published.</b>	<b>How the information can be obtained</b>
School Policies e.g. • Special Educational Needs	Website: Home Key Information/Policies <a href="http://www.muschamp.org.uk/policies/">http://www.muschamp.org.uk/policies/</a>



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<ul style="list-style-type: none"> <li>• Anti-bullying and Behaviour</li> <li>• Child Protection</li> <li>• Health and Safety</li> <li>• Complaints</li> </ul>	<p>For other policies not listed on the school website, contact the school office for a hard copy.</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>Hard Copy - Contact School Office</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>Website: Home Key Information/Policies/Charges and Remissions Policy</p> <p><a href="http://www.muschamp.org.uk/policies/">http://www.muschamp.org.uk/policies/</a></p>



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<b>Class 6 – Lists and Registers</b> 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> (hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard Copy - Contact School Office
Disclosure logs	Hard Copy - Contact School Office
Asset register	Inspection only - Contact School Office
Any information the school is currently legally required to hold in publicly available registers	Hard Copy - Contact School Office
<b>Class 7 – The services we offer</b>	



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(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> (hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Hard Copy - Contact School Office
Out of school clubs	Website: Home/About Us/School Day <a href="http://www.muschamp.org.uk/school-day/">http://www.muschamp.org.uk/school-day/</a> Hard Copy - Contact School Office
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy - Contact School Office
School publications, leaflets, books and newsletters	Website: Home/News and Events/Newsletters <a href="http://www.muschamp.org.uk/stream/newsletters/full/1/-//">http://www.muschamp.org.uk/stream/newsletters/full/1/-//</a>



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	Hard Copy - Contact School Office
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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.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet (black & white)	Actual cost
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class



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<b>Statutory Fee</b>	We will comply in accordance with the Freedom of Information Act in particular section 12.	
<b>Other</b>		

\* the actual cost incurred by the public authority