



CUMMERSDALE SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2020

| Approved by ¹ | |
|----------------------------|---------------------|
| Name: | Gareth Jones |
| Position: | Headteacher |
| Signed: | <i>Gareth Jones</i> |
| Date: | May 2020 |
| Review date ² : | May 2023 |

¹ The Governing Body are free to determine how to implement.

² The Governing Body are free to determine review frequency.

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

| Version Number | Version Description | Date of Revision |
|----------------|---|------------------|
| 1 | Original | January 2012 |
| 2 | Reformatted only | February 2014 |
| 3 | Updated to comply with ICO current version of this document | May 2020 |
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Freedom of Information

Guide to information available from Cummersdale School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular, primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document “How to complete the Guide to Information for Schools”.

| Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”. | How the information can be obtained | Cost |
|---|--|-------------|
| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | | |
| Who’s who in the school | Website | n/a |
| Who’s who on the governing body/board of governors and the basis of their appointment | Website | n/a |
| Instrument of Government/Articles of Association | Hard Copy available from HT/Clerk to Governors | n/a |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible) | Website | n/a |
| School prospectus and information about the school | Website | n/a |
| Staffing structure | Website | n/a |
| School session times and term dates | Website | n/a |
| Address of school and contact details, including email address | Website | n/a |

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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 | | By arrangement |
| Annual budget plan and financial statements | Hard Copy | By arrangement |
| Capital funding | Hard Copy | By arrangement |
| Financial audit reports | Hard Copy | By arrangement |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical | Hard Copy | By arrangement |
| 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 Copy | By arrangement |
| Pay policy | Hard Copy | By arrangement |
| 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 | By arrangement | By arrangement |
| 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. | By arrangement | By arrangement |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | By arrangement | By arrangement |

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| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p> | (hard copy or website) | |
| <p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan | Website | n/a |
| Performance management policy and procedures adopted by the governing body. | Hard Copy – see HT | n/a |
| Performance data or a direct link to it | Website | n/a |
| The school's future plans; for example, proposals for any any consultation on the future of the school, such as a change in status | Website (SI Plan) | n/a |
| Safeguarding and child protection policy | Website | n/a |

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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) – where applicable | Website | n/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 – see Clerk to Governors/HT | n/a |

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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 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 English government. These will include policies and procedures for handling information requests.</p> | (hard copy or website) | |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none">• Information security policies• Records retention destruction and archive policies• Data protection (including information sharing policies) | Hard Copy | By arrangement |
| <p>Charging regimes and policies.</p> | Website | n/a |

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| Class 6 – Lists and Registers | (hard copy or website; some information may only be available by inspection) | |
| Currently maintained lists and registers only (this does not include the attendance register) | | |
| Curriculum circulars and statutory instruments | Hard Copy | By arrangement |
| Disclosure logs | Hard Copy | By arrangement |
| Asset register | Hard Copy | By arrangement |
| Any information the school is currently legally required to hold in publicly available registers | Hard Copy | By arrangement |

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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> | <p>(hard copy or website; some information may only be available by inspection)</p> | |
| <p>Extra-curricular activities</p> | <p>Website</p> | <p>n/a</p> |
| <p>Out of school clubs</p> | <p>Website</p> | <p>n/a</p> |
| <p>Services for which the school is entitled to recover a fee, together with those fees</p> | <p>Website</p> | <p>n/a</p> |
| <p>School publications, leaflets, books and newsletters</p> | <p>Website</p> | <p>n/a</p> |
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| <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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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 @ 0.5.p per sheet (black & white) | Actual cost * |
| | Photocopying/printing @ 5p 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 actual cost incurred by the public authority