



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.

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

Freedom of Information

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

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

Freedom of Information

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

<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

Freedom of Information

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

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

Freedom of Information

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

<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

Freedom of Information

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

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

Freedom of Information

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

<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>
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

Freedom of Information

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

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