

Freedom of Information

Guide to information available from Coppice Farm Primary 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) School prospectus/website	See Costs on Page 6
Who's who in the school	School prospectus/website	
Who's who on the governing body and the basis of their appointment	School prospectus/website	
Instrument of Government		
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School prospectus/hard copy school office	
School prospectus	Website/Hard copy	
Annual Report		
Staffing structure	School prospectus/website	
School session times and term dates	School prospectus/website	

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		Costs
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>How the information can be obtained</p>	
Annual budget plan and financial statements	Hard copy – school office	<p>See Costs on Page 6</p>
Capitalised funding	Hard copy – school office	
Additional funding	Hard copy – school office	
Procurement and projects	Hard copy – school office	
Pay policy	Hard copy – school office	
Staffing and grading structure	Hard copy – school office	
Governors’ allowances	Hard copy – school office	
<p>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</p>		
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report - Summary 	Hard copy/website	

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- Full report		See Costs on Page 6
Performance management policy and procedures adopted by the governing body.	Hard copy – school office	
Schools future plans	Hard copy – school office	
Every Child Matters – policies and procedures	Hard copy – school office	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	How the information is obtained	
Admissions policy/decisions (not individual admission decisions)	School prospectus	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy – school office	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy – school office	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy 	Hard copy – School Office	

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<ul style="list-style-type: none"> • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 		Costs
<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 • Collective worship • Careers education • Pupil discipline 	How the information is obtained	See Costs on Page 6
<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	
<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>	Hard copy	

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	How the information is obtained	Costs
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	See Costs on Page 6
Curriculum circulars and statutory instruments	Inspection copy at school	
Disclosure logs	Inspection copy at school	
Asset register	Hard copy – school office	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection copy at school	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard copy/website	
Out of school clubs	Hard copy/website	
School publications	Hard copy/website	

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Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
Leaflets books and newsletters	Hard copy/website	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mrs Joanne Sharpe (Headteacher) 0115 9560990 or office@coppicefarm.notts.sch.uk

SCHEDULE OF CHARGES - Charges will be based on the number of A4 sheets provided (x5p) plus any postage costs incurred.

* the actual cost incurred by the public authority

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @0.4p per sheet (black & white)	Actual cost * 0.400p plus paper plus admin time
	Photocopying/printing @ ..p per sheet (colour)	Actual cost – n/a
	Postage	Actual cost of Royal Mail standard 2 nd class – 30p for standard letter size

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Statutory Fee		In accordance with the relevant legislation
Other		