

Freedom of Information

Guide to information available from Mereside CE Primary 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
<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)	

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Who's who in the school	<p>Website www.mereside.shropshire.sch.uk</p> <p>Hard copy Contact SBM</p>	<p>Free</p> <p>10p/ per sheet</p>
Who's who on the governing body / board of governors and the basis of their appointment	<p>Website www.mereside.shropshire.sch.uk</p> <p>Hard copy Contact SBM</p>	<p>Free</p> <p>10p/ per sheet</p>
Instrument of Government / Articles of Association	<p>Hard copy Contact SBM</p>	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<p>Website www.mereside.shropshire.sch.uk</p> <p>Hard copy Contact SBM</p>	<p>Free</p> <p>10p/ per sheet</p>

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School prospectus (if any)	Website www.mereside.shropshire.sch.uk Hard copy Contact SBM	Free 10p/ per sheet
Annual Report (if any)	N/A	
Staffing structure	Hard copy Contact SBM	10p/ per sheet
School session times and term dates	Website www.mereside.shropshire.sch.uk Hard copy Contact SBM	Free 10p/ per sheet
Address of school and contact details, including email address.	Website	Free

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	www.mereside.shropshire.sch.uk Hard copy Contact SBM	10p/ per sheet
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	Hard copy Contact SBM	10p/per sheet
Capital funding	Hard copy Contact SBM	10p/per sheet
Financial audit reports	Inspection copies Contact SBM	10p/per sheet
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where	Hard copy Contact SBM	10p/per sheet

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practical.		
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).	Inspection copies Contact SBM	
Pay policy	Hard copy Contact SBM	10p/per sheet
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.	N/A	
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.	See pay policy appendix 1 Hard copy Contact SBM	10p/per sheet

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<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Website www.mereside.shropshire.sch.uk</p> <p>Hard copy Contact SBM</p>	<p>Free</p> <p>10p/per sheet</p>
<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>	<p>(hard copy or website)</p>	
<p>School profile (if any)</p> <p>And in all cases:</p>	<p>Website www.mereside.shropshire.sch.uk</p> <p>Hard copy Contact SBM</p>	<p>Free</p> <p>10p/per sheet</p>

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<ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 		
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy Contact SBM</p>	<p>10p/per sheet</p>
<p>Performance data or a direct link to it</p>	<p>Website www.mereside.shropshire.sch.uk</p>	<p>Free</p>

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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 SBM	10p/per sheet
Safeguarding and child protection	Website www.mereside.shropshire.sch.uk Hard copy Contact SBM	Free 10p/per sheet
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 www.mereside.shropshire.sch.uk LA website – www.shropshire.gov.uk	Free

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<p>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).</p>	<p>Inspection copies Contact SBM</p>	
<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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland</p>	<p>(hard copy or website)</p>	

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Act 1998.		
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) 	Website www.mereside.shropshire.sch.uk Hard copy Contact SBM	Free 10p/ per sheet
Equality and diversity <ul style="list-style-type: none"> • Equality objectives • Equality policy 	Website www.mereside.shropshire.sch.uk Hard Copy Contact SBM	Free 10p/ per sheet
Recruitment and retention <ul style="list-style-type: none"> • Safer recruitment policy and procedures 	Hard Copy Contact SBM	Free
<ul style="list-style-type: none"> • Charging regimes and policies. • Charging policy 	Website www.mereside.shropshire.sch.uk Hard copy	Free 10p/ per

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	Contact SBM	sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Website www.mereside.shropshire.sch.uk Hard copy Contact SBM	Free 10p/ per sheet
Disclosure logs	Hard copy Contact SBM	10p/ per sheet
Asset register	Inspection copy Contact SBM	

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Any information the school is currently legally required to hold in publicly available registers Attendance registers for governor meetings	Website www.mereside.shropshire.sch.uk	Free
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	Website www.mereside.shropshire.sch.uk Hard copy Contact SBM	Free 10p/ per sheet
Out of school clubs	Website www.mereside.shropshire.sch.uk	Free

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	ch.uk Hard copy Contact SBM	10p/ per sheet
Services for which the school is entitled to recover a fee, together with those fees Charging scheme	Website www.mereside.shropshire.sch.uk	Free
School publications, leaflets, books and newsletters	Website www.mereside.shropshire.sch.uk Hard copy Contact SBM	Free 10p/ per sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 @ 10p per sheet (black & white)	Actual cost of copy, paper and a notional amount to cover administrative time
	Photocopying/printing @	Actual cost of copy , paper and a

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	20p per sheet (colour)	notional amount to cover administrative time
	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