



Knavesmire Primary School
Freedom of Information
Guidance
Updated October 2017

Freedom of Information

Guide to information available from Knavesmire 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</p> <p>Organisational information, structures, locations and contacts</p> <p>This will be current information only</p>		
Who's who in the school	School Website at www.knavesmireprimary.co.uk	
Who's who on the governing body and the basis of their appointment	School Website at www.knavesmireprimary.co.uk	
Instrument of Government	On request	yes
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School Website at www.knavesmireprimary.co.uk	
School prospectus	School Website at www.knavesmireprimary.co.uk	
Staffing Structure	On request	yes
School session times and term dates	School Website at www.knavesmireprimary.co.uk	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		yes
Annual budget plan and financial statements	On request	yes
Capital funding	On request	yes
Additional funding	On request	yes
Procurement and projects	When relevant and current	yes
Pay policy	On request	
Staffing and grading structure	Local authority website at www.yorkla.org	
Governors' Allowances	School Website at www.knavesmireprimary.co.uk	

<p>Class 3 – What our priorities are and how we are doing.</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>		
<p>School profile</p> <p>Government supplied performance data</p> <ul style="list-style-type: none"> – Most recent Ofsted report – School’s current statistics – School’s summary of key priorities for improvement – Abbreviated copy of the school improvement plan 	<p>School Website at www.knavesmireprimary.co.uk</p> <p>DfE website at www.education.gov.uk</p>	
<p>Performance management policy and procedures adopted by the governing body</p>	<p>On request</p>	
<p>School’s future plans</p>	<p>On request</p>	<p>yes</p>
<p>Every Child Matters / Child Protection</p>	<p>School Website at www.knavesmireprimary.co.uk</p>	
<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy / decisions (not individual admission decisions)</p>	<p>School Website at www.knavesmireprimary.co.uk</p>	
<p>Agendas, minutes and papers of meetings of the governing body and sub-committees (except information that is properly considered to be private to the meeting)</p>	<p>Available to view at school</p> <p>Copy on request</p>	<p>yes</p>
<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions • Health & Safety • Complaints procedure • Staff conduct • Pay • Equality and Diversity (including equal opportunities) 	<p>School Website at www.knavesmireprimary.co.uk or copy on request</p> <p>Local authority website at www.yorkla.org</p>	

<ul style="list-style-type: none"> • Freedom of Information Model Publication Scheme and Guidance • School Information and Data Protection • Governors' Allowances • Discipline and grievance 		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex Education • Special Educational Needs • Accessibility • Attendance • Monitoring & Evaluation • School Behaviour and Discipline (Anti-Bullying) • Homework • Collective Worship • Marking & Feedback • Medicines in School 	School Website at www.knavesmireprimary.co.uk	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security • Retention of Records for Schools • Data protection (including data sharing) 	Local authority website at www.yorkla.org School Website at www.knavesmireprimary.co.uk	
Class 6 – Lists and Registers Currently maintained list and registers only		
Curriculum circulars	School Website at www.knavesmireprimary.co.uk	
Asset Inventory	On request	yes
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	On request	yes
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Hard copy or website; some information may only be available by inspection	
Extra-curricular activities	School Website at www.knavesmireprimary.co.uk	
Out of School / Holiday clubs	School Website at www.knavesmireprimary.co.uk	
School publications: Newsletter	School Website at www.knavesmireprimary.co.uk	
Services for which the school is entitled to recover a fee, together with those fees: Lettings	On request	yes
Leaflets, books and newsletter	School Website at www.knavesmireprimary.co.uk	

Contact details:

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail or letter. Contact details are set out below:

E-mail: knavesmire.school@york.gov.uk

Tel: 01904 554445

Contact Address:

Knavesmire Primary School, Trafalgar Street, York, YO23 1HY

To help us process your request quickly, please clearly mark any correspondence “**FREEDOM OF INFORMATION REQUEST**” (in CAPITALS please).

If the information you are looking for is not available via the scheme, you can still contact the school to ask if we have it.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Requests to view a document are free.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE *	
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Printing and paper costs, administrator's time	*the actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2nd class	
Statutory Fee		In accordance with the relevant legislation	