

# Freedom of Information Policy



## Guide to information available from Redlands Primary School under the model publication scheme (approved by Information Commissioners Office)

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	<a href="http://www.redlandsschool.co.uk">www.redlandsschool.co.uk</a>
Who's who in the school	Website/Autumn in Redlands/school notice board
Who's who on the governing body and the basis of their appointment	Website/school notice board
Instrument of Government	Hard copy from school office
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Letter heading/website/school brochure/school office
School prospectus	Website/school office
Staffing structure	Website/school office
School session times and term dates	Website/school brochure/school office
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	<a href="http://www.redlandsschool.co.uk">www.redlandsschool.co.uk</a>
Annual budget plan and financial statements	School business manager via office
Capitalised funding	School business manager via office
Additional funding	School business manager via office
Procurement and projects	School business manager via office
Pay policy	School business manager via office
Staffing and grading structure	School business manager via office
Governors' allowances	School office

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<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)          Current information as a minimum</p>	<p><a href="http://www.redlandsschool.co.uk">www.redlandsschool.co.uk</a></p>
<p>The latest Ofsted report          - Summary          - Full report</p>	<p>Website/school office/  <a href="http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/109787">http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/109787</a></p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>School office</p>
<p>Schools future plans - SDP</p>	<p>Website/notice board/school office</p>
<p>Safeguarding &amp; Child Protection policies and procedures</p>	<p>Website/school office</p>
<p>Headteacher's reports to governors</p>	<p>School office</p>
<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)          Current and previous three years as a minimum</p>	<p><a href="http://www.redlandsschool.co.uk">www.redlandsschool.co.uk</a></p>
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website/school office  <a href="http://www.reading.gov.uk/schoolsadmissions/">www.reading.gov.uk/schoolsadmissions/</a></p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Website/school office</p>
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.</p>	<p>Website/school office</p>
<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)          Current information only</p>	<p><a href="http://www.redlandsschool.co.uk">www.redlandsschool.co.uk</a></p>
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Disciplinary policy</li> </ul>	<p>Website/school office          Website/school office          Website/school office          School office          School office</p>

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<ul style="list-style-type: none"> <li>• Staffing structure</li> <li>• Information request handling</li> <li>• Equality, inclusion and diversity (including equal opportunities)</li> <li>• Equality objectives</li> <li>• Safeguarding &amp; child protection policy</li> </ul>	<p>School office</p> <p>Website/school office</p> <p>Website/school office</p> <p>Website/school office</p> <p>Website/school office</p>
<p>Pupil and curriculum, policies, and procedures including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex &amp; relationships education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Collective worship</li> <li>• Behaviour and anti-bullying</li> </ul>	<p>Website/school office</p> <p>Website/school office</p> <p>Website/school office</p> <p>Website/school office</p> <p>Website/school office</p> <p>Website/school office</p> <p>Website/school office</p>
<p>Records management and personal data policies and guidance, including:</p> <ul style="list-style-type: none"> <li>• Confidentiality policy</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>School office</p> <p>Website/school office</p>
<p>Charging policy</p>	<p>School office</p>
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>	<p><a href="http://www.redlandsschool.co.uk">www.redlandsschool.co.uk</a></p>
<p>Disclosure logs</p>	<p>School office</p>
<p>Asset register</p>	<p>N/A</p>
<p>Any information the school is currently legally required to hold in publicly available registers (<b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b>)</p>	<p>School office</p>
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	<p><a href="http://www.redlandsschool.co.uk">www.redlandsschool.co.uk</a></p>

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Extra-curricular activities	Website/school office/termly publications
Out of school clubs	School office
School publications	Website/school office
Services for which the school is entitled to recover a fee, together with those fees	N/A
Leaflets books and newsletters	Website/school office
<b>Additional Information</b>	
This will provide schools with the opportunity to publish information that is not itemised in the lists above	
The Act does not give people access to their personal data. If a member of the public wants to see information that a public authority holds about him/her, he/she should make a <a href="#">subject access request</a> under the GDPR.	

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**Contact details:**      **Headteacher**  
                                 **Redlands Primary School**  
                                 **Lydford Road**  
                                 **Reading**  
                                 **RG1 5QH**

### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 4p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	The cost attributable to the time which persons undertaking any of the activities on behalf of the authority are expected to spend on those activities. Those costs are to be estimated at a rate of £25 per person per hour.	In accordance with the relevant legislation