



Park and Parkwall Primary Federation

FOI Guide to Information

Working together to empower children to become aspirational, global citizens

This version dated	Summary of changes	Next review date
Nov 2019	Adoption of New FOI Guide to Information	Nov 2022

Freedom of Information

Guide to information available from The Park and Primary Schools Federation under the model publication scheme

Information to be published.	How the information can be obtained	Cost Cost on final page
Class 1 - Who we are and what we do <i>(Current organisational information, structures, locations and contacts)</i>		
Who's who in the school	Website	
Who's who on the board of governors and the basis of their appointment	Website	
Contact details (telephone number, e-mail address) for Head teacher and Board of governors, via the school.	Website	
School prospectus (if any)	Hard Copy	
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</i>		
Annual budget plan and financial statements	Hard Copy	
Capital funding	Hard Copy	
Additional Funding	Hard Copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or sixmonthly interval where practical.	Hard Copy	
Procurement and projects	Hard Copy	
Pay policy	Hard Copy	
Staffing, pay and grading structure.	Hard Copy	

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</i>		
School Profile	https://www.compareschool-	
<input type="checkbox"/> Government Performance Data		
<input type="checkbox"/> The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	performance.service.gov.uk/school/109020/parkwall-primaryschool/primary https://www.parkwallprimaryschool.co.uk/wp-content/uploads/2013/11/2016-ofsted-Parkwall-Primary-School.pdf	
The school's future plans e.g. proposals / consultation on the future of the school, such as a change in status	Website/Hard copy	
Safeguarding and child protection	Website	
Class 4 – How we make decisions <i>(Decision making processes and records of decisions) Current and previous three years as a minimum</i>		
Admissions policy/decisions (not individual admission decisions)	N/A	
Agendas of meetings of the Board of Governors and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy	
Minutes of meetings of the Board of Governors and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy	
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities that must be published)</i>		

<ul style="list-style-type: none"> • Admissions • Charging and Remissions • Complaints Procedure • Curriculum statement and curriculum information • Accessibility Plan • SEN information report • Behaviour • Equality Information and Objectives Statement 	Website/Hard copy	
Records management and personal data policies, including: □ Information security policies <ul style="list-style-type: none"> • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Website/Hard Copy	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Information the school is legally required to hold in publicly available registers	Hard copy	
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</i>		
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets, books and newsletters	Website/Hard Copy	

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 @ 2p 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