

Freedom of Information

Guide to information available from Stockton on the Forest 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)	

Freedom of Information

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Who's who in the school	Hard copy	P/C
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Hard copy	P/C
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	Website Hard copy	Free
Annual Report (if any)	N/A	
Staffing structure	Hard Copy	P/C
School session times and term dates	Website Hard copy	Free

Freedom of Information

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Address of school and contact details, including email address.	Website Hard copy	Free
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	P/C
Capital funding	Hard copy	P/C
Financial audit reports	Hard copy	P/C
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where	Hard copy	P/C

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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).	Hard copy	P/C
Pay policy	Hard copy	P/C
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.	Hard copy	P/C
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.	Hard copy	P/C

Freedom of Information

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Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	P/C
Pupil Premium – How we spend our Pupil Premium allocation	Website	Free
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	(hard copy or website)	
The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report	Website	Free

Freedom of Information

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Performance management policy and procedures adopted by the governing body.	Hard copy	P/C
Performance data or a direct link to it	Website	Free
School Development Plan	Hard copy	P/C
Safeguarding and child protection	Website	Free
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	Free
Agendas and minutes of meetings of the governing body and its	Hard copy	P/C

Freedom of Information

Guide to information available from Stockton on the Forest Primary School under the model publication scheme

<p>committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>		
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Accessibility Plan 2017 – 2020 Admissions Policy Anti-Bullying Policy Behaviour Policy Charging and Remissions Policy Child Protection and Safeguarding Policy Complaints Procedure Drugs Policy English Policy Equal Opportunities Policy</p>	<p>(hard copy or website)</p>	

Freedom of Information

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<p>Equality duty Objectives Health and Safety Policy Home School Agreement ICO Publication scheme Inclusion Policy Maths Policy Pupil Premium Policy SEN Policy Sex and Relationships Policy</p>		
<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/C
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information</p>		

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<p>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> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy – inspection only</p>	
<p>Disclosure logs</p>	<p>Hard copy – inspection only</p>	
<p>Asset register</p>	<p>Hard copy – inspection</p>	

Freedom of Information

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	only	
Any information the school is currently legally required to hold in publicly available registers	Hard copy – inspection only	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	P/C

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School publications, leaflets, books and newsletters	Website	Free
	Hard copy	P/C

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 (black & white)	1p per sheet

Freedom of Information

Guide to information available from Stockton on the Forest Primary School under the model publication scheme

	Photocopying/printing (colour)	8p per sheet
	Postage	Charged at the current 2nd class postage rate
Statutory Fee		In accordance with the relevant legislation

How to request Information

If you require a paper version of any of the documents within the scheme please email or write to the school.

Email: stocktononforest.primary@york.gov.uk

Postal Address: Stockton on the Forest Primary School, The Village, Stockton on the Forest, York, YO32 9UP.

To help us process your request quickly please clearly mark any correspondence "PUBLICATION SCHEME REQUEST".