

Freedom of Information: Guide to information available from Glendale Infant School under the model publication scheme

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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only Address of school and contact details, including email address.	Website	Free
Who’s who in the school	Website	Free
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	5p sheet
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 or hard copy	Free

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School session times and term dates	Website	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) Hard CopiesA4	5p per sheet
Capital funding	Hard copy	5p sheet
Financial audit reports	Hard copy	5p sheet
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	5p sheet
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)	
School profile (if any)		

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<p>And in all cases:</p> <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 	<p>Website</p>	<p>Free</p>
	<p>Website</p>	<p>Free</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>No current consultation</p>	
<p>Safeguarding and child protection</p>	<p>Website</p>	<p>Free</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	<p>(hard copy or website)</p>	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website (prospectus)</p>	<p>Free</p>
<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>Hard Copy (latest minutes on board in Office area)</p>	<p>5p sheet</p>

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Data protection (including information sharing policies) 	Website	Free
Charging regimes and policies.	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(Some information may only be available by inspection)	
Curriculum information	Website (newsletters) or hard copy	Free or 5p sheet
Any information the school is currently legally required to hold in publicly available registers		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance	(Some information may only be available	

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and newsletters produced for the public and businesses) Current information only	by inspection)	
Extra-curricular activities	Hard Copy	5p sheet
Out of school clubs	Website	Free
School publications, leaflets, books and newsletters	Website or hard copy	Free or 5p sheet
Additional Information		
Access Policy SEND Policy Behaviour Policy Equality Policy Healthy Eating Policy Assessment and Marking Policy Attendance Policy Early Years Policy Sex Education SMSC Policy		

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Charging Policy Travel Plan Child Protection Geography Policy History Policy Health & Safety Policy Complaints Procedure		
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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard

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		2 nd class
Statutory Fee		N/A
Other		

* the actual cost incurred by the public authority