

Freedom of Information

Guide to information available from All Saints RC Primary 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	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Who’s who in the school	Website www.allsaints.n-yorks.sch.uk Hard Copy	Free 1p/

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	Contact Secretary	sheet
Who's who on the governing body / board of governors and the basis of their appointment	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Instrument of Government / Articles of Association	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
School prospectus (if any)	Website www.allsaints.n-yorks.sch.uk	Free

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	yorks.sch.uk Hard Copy Contact Secretary	1p/ sheet
Annual Report (if any)	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Staffing structure	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
School session times and term dates	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet

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Address of school and contact details, including email address.	All Saints RC Primary School, Green Lane East, Sowerby, Thirsk, YO7 1NB	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary</p>	<p>Free</p> <p>1p/ sheet</p>
Annual budget plan and financial statements	<p>Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary</p>	<p>Free</p> <p>1p/ sheet</p>
Capital funding	<p>Website www.allsaints.n-yorks.sch.uk</p>	Free

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	Hard Copy Contact Secretary	1p/ sheet
Financial audit reports	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ 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).	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Pay policy	Website	

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	www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
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.	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
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.	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website www.allsaints.n-yorks.sch.uk Hard Copy	Free 1p/

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	Contact Secretary	sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary</p>	<p>Free 1p/ sheet</p>
<p>School profile (if any)</p> <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 	<p>Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary</p>	<p>Free 1p/ sheet</p>

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<ul style="list-style-type: none"> - Summary - Full report <ul style="list-style-type: none"> • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Performance data or a direct link to it	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website www.allsaints.n-	Free

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	yorks.sch.uk Hard Copy Contact Secretary	1p/ sheet
Safeguarding and child protection	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Admissions policy/decisions (not individual admission decisions) – where applicable	Website www.allsaints.n-yorks.sch.uk Hard Copy	Free 1p/

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	Contact Secretary	sheet
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).	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet

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<p>Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</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) 	<p>Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary</p>	<p>Free 1p/ sheet</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information 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</p>	<p>Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary</p>	<p>Free 1p/ sheet</p>

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complete the Guide to information”).		
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).	Inspection only	Free
Curriculum circulars and statutory instruments	Inspection only	Free
Disclosure logs	Inspection only	Free
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only	Free
Class 7 – The services we offer		

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(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Extra-curricular activities	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Out of school clubs	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Services for which the school is entitled to recover a fee, together with those fees	Website www.allsaints.n-yorks.sch.uk	Free

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	Hard Copy Contact Secretary	1p/ sheet
School publications, leaflets, books and newsletters	Website www.allsaints.n-yorks.sch.uk Hard Copy Contact Secretary	Free 1p/ sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 1p per sheet (black & white)	Actual cost *
	Photocopying/printing 3p per sheet (colour)	Actual cost

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	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