

Freedom of Information

Guide to information available from St Paul's CE 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	Fees are listed at the end of the section
Who's who in the school	Available on request by contacting office@stpauls.hounslow.sch.uk	
Who's who on the governing body / board of governors and the basis of their appointment	Available on request by contacting	

Freedom of Information

Guide to information available from St Paul's CE Primary School under the model publication scheme

	office@stpauls.hounslow.sch.uk	
Instrument of Government / Articles of Association	website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
School prospectus (if any)	Not applicable	
Annual Report (if any)	Not applicable	
Staffing structure	Hard copy	
School session times and term dates	Website or Available on request by contacting office@stpauls.hounslow.sch.uk	
Address of school and contact details, including email address.	Website	

Freedom of Information

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<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>		
Annual budget plan and financial statements	Available on request by contacting office@stpauls.hounslow.sch.uk	
Capital funding	Available on request by contacting office@stpauls.hounslow.sch.uk	
Financial audit reports		

Freedom of Information

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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available on request by contacting office@stpauls.hounslow.sch.uk	
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).	Available on request by contacting office@stpauls.hounslow.sch.uk	
Pay policy	Available on request by contacting office@stpauls.hounslow.sch.uk	
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.	Available on request by contacting office@stpauls.hounslow.sch.uk	

Freedom of Information

Guide to information available from St Paul's CE Primary School under the model publication scheme

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.	Available on request by contacting office@stpauls.hounslow.sch.uk	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website/resources/policies	
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	Available on request by contacting office@stpauls.hounslow.sch.uk	
School profile (if any)	Website	

Freedom of Information

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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 • Post-inspection action plan 		
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Available on request by contacting office@stpauls.hounslow.sch.uk</p>	
<p>Performance data or a direct link to it</p>	<p>Available on request by</p>	

Freedom of Information

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	contacting office@stpauls.hounslow.sch.uk	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Available on request by contacting office@stpauls.hounslow.sch.uk	
Safeguarding and child protection	Website/resources/policies	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website/about/admissions	
Agendas and minutes of meetings of the governing body and its	Available on request by	

Freedom of Information

Guide to information available from St Paul's CE 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>contacting office@stpauls.hounslo w.sch.uk</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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 Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		

Freedom of Information

Guide to information available from St Paul's CE Primary School under the model publication scheme

<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/resources/policies</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 complete the Guide to information").</p>	<p>Website/resources/policies</p>	
<p>Class 6 – Lists and Registers</p>		

Freedom of Information

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Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Only available by inspection	
Disclosure logs	Only available by inspection	
Asset register	Only available by inspection	
Any information the school is currently legally required to hold in publicly available registers	Only available by inspection	
<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>		

Freedom of Information

Guide to information available from St Paul's CE Primary School under the model publication scheme

Extra-curricular activities	Website or Available on request by contacting office@stpauls.hounslow.sch.uk	
Out of school clubs	Website or Available on request by contacting office@stpauls.hounslow.sch.uk	
Services for which the school is entitled to recover a fee, together with those fees	Available on request by contacting office@stpauls.hounslow.sch.uk	
School publications, leaflets, books and newsletters	Website or Available on request by contacting office@stpauls.hounslow.sch.uk	
Additional Information This will provide schools with the opportunity to publish information		

Freedom of Information

Guide to information available from St Paul's CE Primary School under the model publication scheme

that is not itemised in the lists above		

SCHEDULE OF CHARGES

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

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @10p per sheet (black & white)	Actual cost *
	Photocopying/printing @50p 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