



Freedom of Information Guide to information available from Osaldwick Primary School under the model publication scheme

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Policy Date – March 2015. To be reviewed March 2017

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do Osaldwick School is a school for pupils aged 3-11 years. We provide a broad and balanced curriculum for all pupils so that they can each achieve their full potential. At the end of Year 6 we support the pupils with their transfer to Secondary School.</p>	(hard copy and/or website) Further details available on school website www.osaldwickprimaryschool.co.uk	Free
Who's who in the school	Staffing Structure in School Information Pack	Free
Who's who on the governing body and the basis of their appointment	Governing Information in School Information Pack	Free
Instrument of Government	From School	10p per sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School Information Pack	Free
School prospectus	From School	Free
Annual Report	Not Applicable	
Staffing structure	See above	Free
School session times and term dates	School Information Pack	Free

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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>	(hard copy and/or website)	
Annual budget plan and financial statements	Planned Budget From School Bursar	10p per sheet
Capitalised funding	Planned Budget From School Bursar	10p per sheet
Additional funding	Planned Budget From School Bursar	10p per sheet
Procurement and projects	Planned Budget From School Bursar	10p per sheet
Pay policy	From School	10p per sheet
Staffing and grading structure	From School	10p per sheet
Governors' allowances	From School	10p per 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>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report - Summary - Full report 	On line www.ofsted.gov.uk or www.osbaldwickprimaryschool.co.uk	Free
Performance management policy and procedures adopted by the governing body.	From School	10p per sheet
Schools future plans	School Development Plan	10p per sheet
Every Child Matters – policies and procedures	School Policies from School	10p per

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		sheet
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)	From School	10p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	From School	10p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	From School	10p per sheet

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	School Policy Documents or City of York Policy Documents where these have been adopted.	10p per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education 	School Policy Documents or City of York Policy Documents where these have been adopted.	10p per sheet

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<ul style="list-style-type: none"> • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	On file at the school	10p per sheet
Charging regimes and policies. 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.	On file at the school	10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	From School	10p per sheet
Disclosure logs	From School	10p per sheet
Asset register	From School Inventory	10p per sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
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Current information only		
Extra-curricular activities	School Newsletter, Club registers and application Forms	10p per sheet
Out of school clubs	School Newsletter, Club registers and application Forms	10p per sheet
School publications	From School	10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Charging Policy	10p per sheet
Leaflets books and newsletters	From School	10p per sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Osaldwick Primary School, Osaldwick Lane, York. YO10 3AX

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. TYPE OF CHARGE	Disbursement cost	Actual cost *
Photocopying/printing per sheet (colour)	Photocopying/printing @ 10p per sheet (black & white) Not Offered	Actual cost Not Offered
Postage		Actual cost of Royal Mail standard 2 nd class
Other	In accordance with the relevant legislation (quote the actual statute)	