

## Freedom of Information

### Guide to information available from Cold Norton Primary School under the model publication scheme

Information to be published	How the information can be obtained
<p align="center"><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts) This will be current information only</p>	
School staff and structure	Website
Governing body and the basis of their appointment	Website
Contact details for the Head teacher and for the governing body, via the school	Website
School prospectus	Website /hard copy
School session times and term dates	Website
Address of school and contact details, including email address.	Website

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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year	
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Details of expenditure items over £5000 – published at least annually	Hard copy
Procurement and contracts the school has entered into	Hard copy
Pay policy	Hard copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information	
Performance management policy and procedures adopted by the governing body.	Hard copy
Performance data or a direct link to it	Website
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy
Safeguarding and child protection	Website

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<b>Class 4 – How we make decisions</b>	
Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website
Agreed minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy
<b>Class 5 – Our policies and procedures</b>	
(Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only.	Website
<ul style="list-style-type: none"> <li>• Child Protection Policy</li> <li>• The curriculum in each academic year</li> <li>• The phonics scheme in KS1</li> <li>• Admissions arrangements</li> <li>• Behaviour Policy</li> <li>• Special Educational Needs Policy</li> <li>• Equality Plan</li> <li>• Data Protection Policy</li> <li>• Privacy Statements</li> <li>• Complaints Procedure</li> <li>• British Values</li> <li>• School Uniform</li> </ul>	
Records management and personal data policies, including:	
<ul style="list-style-type: none"> <li>• Information security policies</li> </ul>	Hard copy

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<ul style="list-style-type: none"> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Hard copy Hard copy Website</p>
<p>Charging regimes and policies. Charging Policy</p>	<p>Website</p>
<p><b>Class 6 – Lists and Registers</b> 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</p>
<p>Disclosure logs</p>	<p>Hard copy</p>
<p>Asset register</p>	<p>Hard copy</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Hard copy</p>
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>

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Extra-curricular activities	Website
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
School publications, leaflets, books and newsletters	Hard copy and/or Website

#### SCHEDULE OF CHARGES

Ten pence per hard-copy page plus any cost of postage plus a £10 per hour labour charge for compiling information in a form not required for other statutory returns.