

Freedom of Information – Publication Scheme

Guide to information available from Forest View Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1- Who we are and what we do		
Who's who in the school	School Website	No charge
Who's who on the governing body / board of governors and the basis of their appointment	School Website	No charge
Instrument of Government / Articles of Association	N/A	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website	No charge
School prospectus (if any)	Hard Copy	10p per sheet
Annual Report (if any)	N/A	
Staffing structure	School Website	No charge
School session times and term dates	Hard Copy School Website	No charge No charge
Address of school and contact details, including email address.	School Website	No charge
Class 2- What we spend and how we spend it		
Annual budget plan and financial statements	Hard Copy	10p per sheet
Capital Funding	Hard Copy	10p per sheet
Financial audit reports	Hard Copy	10p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	10p per 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	Hard Copy	10p per sheet
Pay policy	Hard Copy	10p per 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	Hard Copy	10p per 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.	Hard Copy	10p per sheet

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	10p per sheet
Class 3- What our priorities are and how we are doing		
School profile (if any)	School Website	No charge
And in all cases:		
Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	School Website	No charge
The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report	School Website	No charge
Post-inspection action plan	Hard Copy	10p per sheet
Performance management policy and procedures adopted by the governing body.	Hard Copy	10p per sheet
Performance data or a direct link to it	School Website	No charge
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	10p per sheet
Safeguarding and child protection	Hard Copy	10p per sheet
Class 4- How do we make decisions.		
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website	No charge
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).	Hard Copy	10p per sheet
Class 5- Our policies and procedures		
Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)	Hard Copy	10p per sheet
Charging regimes and policies.	School Website	No charge
Class 6- Lists and Registers		
Curriculum circulars and statutory instruments	School Website	No charge
Disclosure logs	Hard Copy	10p per sheet
Asset register	Hard Copy	10p per sheet
Any information the school is currently legally required to hold in publicly available registers	Hard Copy	10p per sheet
Class 7- The Services we offer		
Extra-curricular activities	Hard Copy School Website	No charge

Out of school clubs	Hard Copy School Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	N/A	
School publications, leaflets, books and newsletters	Hard Copy School Website	No charge No charge
Additional Information (if any)		
Schedule of Charges		
Postage	Hard Copy	Cost of stamp for envelope Cost of postage for parcels
Copies or printing of documents	Hard Copy	Cost of paper, ink and time