



ST HELENS PRIMARY SCHOOL

**Freedom of
Information
Publication
Scheme
March 2015**

Approved by Governing Body:
Review date:

St Helens Primary School

Freedom of Information Publication Scheme

Information to be published	How the information	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	Per sheet
Who's who in the school	Hard Copy	10p
Who's who on the governing body and the basis of their appointment	Hard Copy Website Public Minute File in School Office, view only	10p Free Free
Instrument of Government	Hard Copy Website Public Minute file in School Office, view only	10p Free Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Head teacher Miss Jane Loader admin.sthelenspri@tiscali.co.uk Tel. 872442 Governors. Via Clerk. Mrs Cathy Hayes – as above	
School prospectus	Hard Copy available from School office School Website	Free Free
Annual Report	Not Applicable	
Staffing structure	Hard Copy	10p
School session times and term dates	Website	Free
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) Current and previous financial year as a minimum	(hard copy and/or website)	Per sheet
Annual budget plan and financial statements	Hard Copy	10p
Capitalised funding	Not Applicable	
Additional funding	Hard Copy	10p
Procurement and projects	Not Applicable	
Pay policy	Website Hard Copy	Free 10p
Staffing and grading structure	Hard Copy	10p
Governors' allowances	Not Applicable	
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	(hard copy or website)	Per sheet
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report 	Website link Website link	Free

- Summary - Full report	Hard Copy	10p
Teacher Appraisal policy and procedures adopted by the governing body.	Hard Copy Website Policy File in School Office, view only	10p Free Free
Schools future plans	Not Applicable	
Every Child Matters – policies and procedures	Hard Copy Website Policy File in School Office, view only	10p Free Free
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)	Per sheet
Admissions policy/decisions (not individual admission decisions)	Local Authority	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy Public Minutes File in School Office, view only	10p Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy Public minutes file in School Office, view only	10p Free
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)	Per sheet
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 • Single Equalities policy 	Hard Copy Website Policy File in School Office, view only	10p Free Free
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Sex education • Special educational needs • Accessibility • Collective worship • Pupil discipline (Anti-Bullying & Positive Behaviour) 	Hard Copy Website Policy File in School Office, view only	10p Free Free
Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention destruction and archive policies 	Hard Copy	10p
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.	Hard Copy Website Policy File in School Office, view only	10p Free Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Per sheet
Curriculum circulars and statutory instruments	Www.dcsf.gov.uk	

Disclosure logs	Hard Copy	10p
Inventory of Assets	Hard Copy	10p
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Not Applicable	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	Per sheet
Extra-curricular activities	Not Applicable	
Out of school clubs	Hard Copy Website	10p Free
School publications	Not Applicable	
Services for which the school is entitled to recover a fee, together with those fees. Music Tuition. Pre-School.	Hard Copy	10p
Newsletters (Free to Parents)	Website Hard Copy e-copy	Free 10p Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Not Applicable	

Contact details:

Head Teacher: Miss Jane Loader Telephone No. 872442 email: admin.sthelenspri@yahoo.co.uk

School Address: St Helens Primary School, Broomlands Close, St Helens, Ryde, PO33 1XH

Chair of Governors : . Contact through Clerk

Clerk to Governors: Mrs Cathy Hayes

email: admin.sthelenspri@tiscali.co.uk

School Website www.sthelensprimaryschool.org.uk

SCHEDULE OF CHARGES

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

Printing costs are quoted in the scheme for black and white. If colour copies are required there is an increased cost.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost Paper / ink / staff time
	Photocopying/printing @ 14p per sheet (colour)	Actual cost Paper / ink / staff time
Staff time	Requests will be costed on an individual basis at the time of inquiry.	For requests involving use of staff time an hourly charge will be incurred depending on the level of information requested.
	Postage	Actual cost of Royal Mail standard 2 nd class