



Freedom of Information Publication Scheme

Recommended by:

Resources & People Committee

Date: 12 May 2016

Adopted at Full Governing Body Meeting

Date: 28 June 2016

Signed by R J Collis DL, Chair of Governors:

Review date: Summer Term 2020 (earlier if any legislative change)

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Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	Hard copy	
Who's who on the governing body and the basis of their appointment	Hard copy	
Instrument of Government	Hard copy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy	
School prospectus	School website	
Staffing structure	Hard copy	
School session times and term dates	Hard copy	
	School website	

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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> <p>Annual budget plan and financial statements</p> <p>Capitalised funding</p> <p>Additional funding</p> <p>Procurement and projects</p> <p>Pay policy</p> <p>Staffing and grading structure</p> <p>Governors' allowances</p>		<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>	

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<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>		
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Hard copy School website</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	
<p>Schools future plans</p>	<p>Hard copy</p>	
<p>Every Child Matters – policies and procedures</p>	<p>Hard copy School website</p>	

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p> <p>Admissions policy/decisions (not individual admission decisions)</p> <p>Agendas of meetings of the governing body and (if held) its sub-committees</p> <p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard copy School website</p> <p>Hard copy</p> <p>Hard copy</p>	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	<p>School policies including:</p> <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 <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Hard copy School website as appropriate</p> <p>Hard copy School website as appropriate</p>
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<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)	Hard copy	
<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>	Hard copy	

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Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Inspection	
Asset register	Inspection	
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	Inspection	

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<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>		
<p>Extra-curricular activities</p>	<p>Hard copy</p>	
<p>Out of school clubs</p>	<p>Hard copy</p>	
<p>School publications</p>	<p>Hard copy</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hard copy</p>	
<p>Leaflets books and newsletters</p>	<p>Hard copy School website</p>	

Please note: hard copy refers to paper photocopies. Where possible, documents can be emailed as PDF documents at no charge.

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Contact details:

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Mr R Collis DL, Chair of Governors, The Cottesloe School contact details as above

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.0076p per sheet A4 single side (black & white)	Actual cost *
	Photocopying/printing @ 3.5043p per sheet A4 single side (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority

