

# Freedom of Information

## Guide to information available from The Cottesloe School under the model publication scheme

| Information to be published   | How the information can be obtained | Cost |
|---|-------------------------------------|------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only |                                     |      |
| 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<br>School website         |      |
| School prospectus   | Hard copy<br>School website         |      |
| Staffing structure  | Hard copy                           |      |
| School session times and term dates   | Hard copy<br>School website         |      |

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|   |           |  |
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| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum |           |  |
| Annual budget plan and financial statements   | Hard copy |  |
| Capitalised funding   | Hard copy |  |
| Additional funding  | Hard copy |  |
| Procurement and projects  | Hard copy |  |
| Pay policy  | Hard copy |  |
| Staffing and grading structure  | Hard copy |  |
| Governors' allowances   | Hard copy |  |
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| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>(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"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul> | <p>Hard copy<br/>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<br/>School website</p> |  |
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| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous three years as a minimum |                             |  |
| Admissions policy/decisions (not individual admission decisions)  | Hard copy<br>School website |  |
| Agendas of meetings of the governing body and (if held) its sub-committees  | Hard copy                   |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.                             | Hard copy                   |  |
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| <p><b>Class 5 – Our policies and procedures</b><br/>         (Current written protocols, policies and procedures for delivering our services and responsibilities)<br/>         Current information only</p>   |   |  |
| <p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul> | <p>Hard copy<br/>         School website as appropriate</p> |  |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>  | <p>Hard copy<br/>         School website as appropriate</p> |  |

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| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>                                       | 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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| <b>Class 6 – Lists and Registers</b>   |            |  |
| 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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| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only |                             |  |
| Extra-curricular activities  | Hard copy                   |  |
| Out of school clubs  | Hard copy                   |  |
| School publications  | Hard copy                   |  |
| Services for which the school is entitled to recover a fee, together with those fees   | Hard copy                   |  |
| Leaflets books and newsletters   | Hard copy<br>School website |  |
|  |                             |  |

**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:

Mr S Jones, Headteacher, The Cottesloe School, Aylesbury Road, Wing, Leighton Buzzard, Beds LU7 0NY  
Tel: 01296 688264 Email: office@cottesloe.bucks.sch.uk Website: cottesloe.bucks.sch.uk

Mr P Kitchen, 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.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>  | <b>BASIS OF CHARGE</b>                                      |
|--------------------------|---|---|
| <b>Disbursement cost</b> | Photocopying/printing @<br>2p per sheet A4 single<br>side (black & white) | Actual cost *   |
|                          | Photocopying/printing @<br>4p per sheet A4 single<br>side (colour)        | Actual cost *   |
|                          | Postage   | Actual cost of Royal<br>Mail standard 2 <sup>nd</sup> class |
| <b>Statutory Fee</b>     |   | In accordance with the<br>relevant legislation              |

\* the actual cost incurred by the public authority