

Freedom of Information Act 2000

Guide to Information provided by schools under the model publication scheme

Introduction

This schedule should be read in conjunction with [Guide to information available from schools under the freedom of information act.](#)

Information available from **Loxley CofE Primary School** under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts		
Current information only	Website: https://www.loxleyprimaryschool.co.uk/ Hard copy: available on request – contact the school office	Free 5p per page
Contact details for the school and key personnel, postal and email address.	Website: https://www.loxleyprimaryschool.co.uk/contact Hard copy: available on request – contact the school office	Free 5p per page

Head teacher's contact details	Website:	Free
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1

	https://www.loxleyprimaryschool.co.uk/contact Hard copy: available on request – contact the school office	5p per page
Who's who in the school	Website: https://www.loxleyprimaryschool.co.uk/staff Hard copy: available on request – contact the school office	Free 5p per page
Who's who on the governing body and selection criteria for appointment Governing body's contact details	Website: https://www.loxleyprimaryschool.co.uk/governors Hard copy: available on request – contact the school office	Free 5p per page
Instrument of Government / Articles of Association	Website: https://www.loxleyprimaryschool.co.uk/governors Hard copy: available on request – contact the school office	Free 5p per page
School prospectus	Website: https://www.loxleyprimaryschool.co.uk/prospective-parents Hard copy: available on request – contact the school office	Free 5p per page

School session times and term dates	Website: https://www.loxleyprimaryschool.co.uk/term-dates Hard copy: available on request – contact the school office	Free 5p per page
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Class 2 – What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit
Current and previous financial year as a minimum

Annual budget and financial statements	Hard copy: available on request – contact the school office	5p per page
Capital funding	Hard copy: available on request – contact the school office	5p per page
Financial Audits reports	Hard copy: available on request – contact the school office	5p per page
Details of expenditure items over £2000 (published at least annually,	Hard copy: available on request – contact the school office	5p per page

where practical, at a more frequent quarterly or six-monthly interval)		
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy: available on request – contact the school office	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy: available on request – contact the school office	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available on request – contact the school office	5p per page

Procurement and contracts we have entered into	Hard copy: available on request – contact the school office	5p per page
Details of any premiums we receive such as Pupil premium.	Website: https://www.loxleyprimaryschool.co.uk/pupil-premium Hard copy: available on request – contact the school office	Free 5p per page
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		
Latest reports from regulators Ofsted - Full report	Website: https://www.loxleyprimaryschool.co.uk/ofsted-reports Hard copy: available on request – contact the school office	Free 5p per page
Assessment results	Website: https://www.loxleyprimaryschool.co.uk/performance-data Hard copy: available on request – contact the school office	Free 5p per page
Performance tables	Website: https://www.loxleyprimaryschool.co.uk/performance-data Hard copy: available on request – contact the school office	Free 5p per page
The school's future plans. Eg. proposals for and any consultation on the future of our	Hard copy: available on request – contact the school office	5p per page

school, such as a change in status.		
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Website: https://www.get-information-schools.service.gov.uk/establishments/establishment/details/125639 Hard copy: available on request – contact the school office	Free 5p per page
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy: available on request – contact the school office	5p per page
<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>		

Admissions policy	Website: https://www.loxleyprimaryschool.co.uk/admissions Hard copy: available on request – contact the school office	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy: available on request – contact the school office	5p per page
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities		

Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website: https://www.loxleyprimaryschool.co.uk/policies Hard copy: available on request – contact the school office	Free 5p per page
Safeguarding and child protection, including protecting children's personal data	Website: https://www.loxleyprimaryschool.co.uk/policies Hard copy: available on request – contact the school office	Free 5p per page

Equality information and objectives	Website: https://www.loxleyprimaryschool.co.uk/policies Hard copy: available on request – contact the school office	Free 5p per page
Policies and procedures relating to recruitment and human resources	Hard copy: available on request – contact the school office	5p per page
Special educational needs	Website: https://www.loxleyprimaryschool.co.uk/policies https://www.loxleyprimaryschool.co.uk/send-and-inclusion-1 Hard copy: available on request – contact the school office	Free 5p per page
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Hard copy: available on request – contact the school office	5p per page
Pay Policy	Hard copy: available on request – contact the school office	5p per page
Records management (Information security policies Records retention, destruction and archive policies)	Hard copy: available on request – contact the school office	5p per page

Data protection (including information sharing and CCTV usage policies)		
Charging regimes and policies	Website: https://www.loxleyprimaryschool.co.uk/policies Hard copy: available on request – contact the school office	Free

		5p per page
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: https://www.loxleyprimaryschool.co.uk/curriculum-1 Hard copy: available on request – contact the school office	Free 5p per page
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy: available on request – contact the school office	5p per page
Asset register and Information Asset register	Inspection only – contact school office	
Any information we are currently legally required to hold in publicly available registers	Inspection only – contact school office	
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		
Extra-curricular activities	Hard copy: available on request – contact the school office	5p per page
Out of school clubs	Website:	Free

	https://www.loxleyprimaryschool.co.uk/clubs Hard copy: available on request – contact the school office	5p per page
Services for which we are entitled to recover a fee, together with those fees	Website: https://www.loxleyprimaryschool.co.uk/policies Hard copy: available on request – contact the school office	Free 5p per page
Requests for paper copies of information	Hard copy: available on request – contact the school office	5p per page
Our publications, leaflets, books and newsletters	Website: https://www.loxleyprimaryschool.co.uk/ Hard copy: available on request – contact the school office	Free 5p per page
Additional Information Any information that is not itemised in the lists 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	Website	Access to website is free of charge
	Emails and attachments	Free of charge
	Photocopying @ 5p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee	In accordance with the relevant legislation (quote the actual statute)	Not applicable
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