

Stanbridge Primary School

FREEDOM OF INFORMATION GUIDANCE



Signed (Chair):	Name: Mrs M Todd	Date: 23/05/16
Signed (Headteacher):	Name: Miss F Bertham	Date: 23/05/16
Ratified: by Full Governing Body	Next Review: Term 5 (16/17)	

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Freedom of Information Guidance	Date:	23/05/16
EIA CARRIED OUT BY:	F Bertham	EIA APPROVED BY:	F Bertham

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (Please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		
Gender Reassignment (transgender)		
Marriage and civil partnership		
Pregnancy and maternity		
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		
Gender (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment.

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Freedom of Information Guidance

The Freedom of Information Act 2000 is an act of the United Kingdom (UK) Parliament defining the ways in which the public may obtain access to government-held information. The intent is to allow private individuals and corporations reasonable access to information while minimizing the risk of harm to any entity. This policy aims to establish how members of the school community can access school information.

Information to be published	How the information can be obtained	Cost
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 www.stanbridgeprimary.co.uk	
Who's who in the school	Hard copy and included in prospectus and on website	10p per sheet
Who's who on the Governing Body and the basis of their appointment (category of Governor)	Hard copy and included in prospectus and on website	10p per sheet
Instrument of Government	Hard copy available	10p per sheet
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 available	10p per sheet
School prospectus	Hard copy available and on website	Free to new parents, £3 for existing parents
Head Teacher's Report	Hard copy available	10p per sheet
Staffing structure	Hard copy available and on website, also printed in newsletters	10p per sheet

School session times and term dates	Hard copy available and on website, also printed in newsletters	10p per sheet
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		
Annual budget plan and financial statements	Hard copy available without confidential details	10p per sheet
Capitalised funding	Hard copy available without confidential details	10p per sheet
Additional funding	Hard copy available without confidential details	10p per sheet
Procurement and projects	Hard copy available without confidential details	10p per sheet
Pay policy	Hard copy available	10p per sheet
Staffing and grading structure	Hard copy available without confidential details	10p per sheet
Governors' expenses	Hard copy available	10p per sheet
3. What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile <ul style="list-style-type: none"> • Government-supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy and included in prospectus and on website	10p per sheet £2 per report

Performance management policy and procedures adopted by the Governing Body.	Hard copy available without confidential details	10p per sheet
School's future plans	School Development Plan available as hard copy and on website	£3 each
Safeguarding – policies and procedures	Available as hard copy and on website	20p each
4. How we make decisions (Decision-making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard copy available and on website	10p per sheet
Agendas of meetings of the Governing Body and (if held) its sub-committees	Hard copy available	50p per meeting
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meetings	Hard copy available and on website	
5. Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none"> • Charging Policy • Health and Safety and First Aid • Concerns and Complaints Procedure • Staff Discipline, Conduct and Grievance Policy 	All available as hard copies; certain policies included on website	10p per sheet

<ul style="list-style-type: none"> • Staffing structure implementation plan • Freedom of Information Publication Scheme • Single Equality Policy • Staff Induction 		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home School Agreement • Curriculum Policy • Sex and Relationship Education Policy • Special Educational Needs and Disabilities Policy • Single Equality Policy • Collective Worship Policy • Behaviour Management Strategy 		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information-sharing policies) 	Hard copy available to view	
6. Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy available for inspection only or available from DfE website	
Disclosure logs	Hard copy available for inspection only	
Asset register	Hard copy available for inspection only	

Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy available for inspection only	
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	All available in newsletters for all parents and sent out with children as and when applicable	Free
Out of school clubs		
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets, books and newsletters		

Contact details: Miss Faye Bertham
Stanbridge Primary School
Stanbridge Road
Downend
Bristol
BS16 6AL

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

If additional work is required to fulfil your request, an estimate of cost will be given prior to work commencing. Guidance may be sought from the Local Authority before sharing information.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	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