

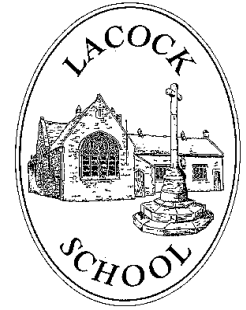
# Freedom of Information Publication Scheme for Schools

## Who we are and what we do

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the governing board of governors and the basis of their appointment	School website	Information freely available on school website
Instrument of Government	Contact the school office	Price on application (POA)
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	School website	Information freely available on website
Staffing structure	School website	Information freely available on website
School session times and term dates	School website – via Newsletters	Information freely available on website
Address of school and contact details, including email address.	School website	Information freely available on website

# Freedom of Information

## Guide to information available from Lacock Primary School



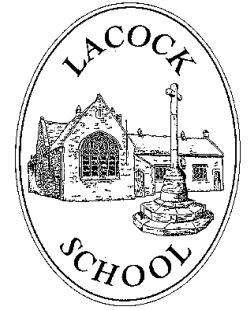
### What we spend and how we spend it

Current and previous financial year as a minimum

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	Contact the school office or enquire via the school email address – include link	POA
Capital funding	Contact the School Business Manager on <a href="mailto:finance@lacock.wilts.sch.uk">finance@lacock.wilts.sch.uk</a> .	POA
Financial audit reports	Contact the School Business Manager on <a href="mailto:finance@lacock.wilts.sch.uk">finance@lacock.wilts.sch.uk</a> .	POA
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact the School Business Manager on <a href="mailto:finance@lacock.wilts.sch.uk">finance@lacock.wilts.sch.uk</a> .	POA
Procurement and contracts the school has entered into, or information relating to a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Contact the School Business Manager on <a href="mailto:finance@lacock.wilts.sch.uk">finance@lacock.wilts.sch.uk</a> .	POA
Pay policy	On school website.	POA
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Information included in pay policy. On school website.	POA
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Information included in pay policy. On school website.	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Charging and Remissions policy. On school website.	POA

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### What our priorities are and how we are doing

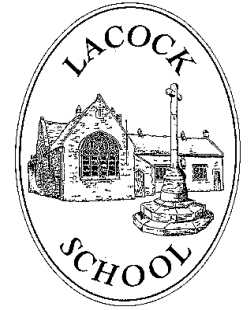
(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School profile and in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied by the government, or a direct link to the data</li> <li>• The latest Ofsted               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Data available on school website.	Information freely available on website
Performance management policy and procedures adopted by the governing body.	Included in pay policy. On school website.	POA
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Contact the school office	POA
Safeguarding and child protection policies	Safeguarding policies available on school website.	Information freely available on website

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### How we make decisions

Current and previous three years as a minimum

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	On school website.	Information freely available on website
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Contact the School Business Manager on <a href="mailto:finance@lacock.wilts.sch.uk">finance@lacock.wilts.sch.uk</a> .	POA

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### Our policies and procedures

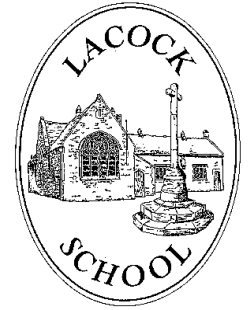
Current information only.

As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement. These will include policies and procedures for handling information requests.

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School Policies and other documents	School website	Information freely available on website
Records management and personal data policies, including: <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>	School website	Information freely available on website
Equality and diversity policies	School website	Information freely available on website
Policies and procedures for the recruitment of staff	Contact the school office or enquire on <a href="mailto:admin@lacock.wilts.sch.uk">admin@lacock.wilts.sch.uk</a> .	POA
Charging regimes and policies. 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.	Contact the School Business Manager on <a href="mailto:finance@lacock.wilts.sch.uk">finance@lacock.wilts.sch.uk</a> .	

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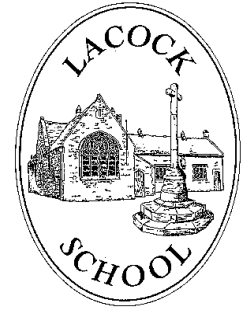
### Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	School website.	Information freely available on website
Disclosure logs	Contact the School Business Manager on <a href="mailto:finance@lacock.wilts.sch.uk">finance@lacock.wilts.sch.uk</a> .	POA
Asset register	Contact the School Business Manager on <a href="mailto:finance@lacock.wilts.sch.uk">finance@lacock.wilts.sch.uk</a> .	POA
Any information the school is currently legally required to hold in publicly available registers	Contact the School Business Manager on <a href="mailto:finance@lacock.wilts.sch.uk">finance@lacock.wilts.sch.uk</a> .	POA

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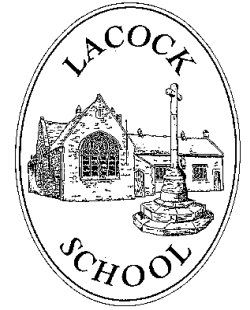
### The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	On school website	Information freely available on website
Out of school clubs	On school website	Information freely available on website
Services for which the school is entitled to recover a fee, together with those fees	Charging and Remissions Policy on school website or contact the School Business Manager on <a href="mailto:finance@lacock.wilts.sch.uk">finance@lacock.wilts.sch.uk</a> .	Information freely available on website
School publications, leaflets, books and newsletters	On school website or contact the School Business Manager on <a href="mailto:finance@lacock.wilts.sch.uk">finance@lacock.wilts.sch.uk</a> .	Information freely available on website

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**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ .22p per sheet (black & white)	Actual cost
	Photocopying/printing @ £1.80p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	As directed by ICO	In accordance with the relevant legislation (quote the actual statute)