

Date first adopted : July 2013
 Responsibility: Headteacher
 Date of 3rd review: October 2018
 Date of review: October 2019



'Inspiring learning'

Freedom of Information

Guide to information available from Longwell Green School under the model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school	Hard copy/website
Who's who on the governing board and the basis of their appointment	Hard copy/website
Instrument of Government	Hard copy/website
Contact details for the Head teacher and for the governing board (named contacts where possible with telephone number and email address (if used))	Hard copy/website
School prospectus	Hard copy/website
Annual Report	N/A
Staffing structure	Hard copy/website
School session times and term dates	Website
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) Current and previous financial year as a minimum	Hard copy
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Additional funding	Hard copy

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Procurement and projects	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy
Governors' allowances	Hard copy
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	(hard copy or website)
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 where appropriate 	Website
Performance management policy and procedures adopted by the governing body.	Hard copy
Exam and assessment results <ul style="list-style-type: none"> • Key Stage 2 SATs results and teacher assessments (TA) 2014 	Website
Performance tables	Website
Curriculum	Website
Pupil premium	Website
Schools future plans	Hard copy
Keeping Children Safe in Education – policies and procedures	Hard copy

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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 – terms of reference</p>	(hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Website
Minutes of Governing Board meetings – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy in office
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)
<p>School policies including:</p> <ul style="list-style-type: none"> • Safeguarding • Child Protection • Charging and remissions policy • Health and Safety • Complaints procedure • Information request handling policy • Equality and diversity (including equal opportunities) policies • 	Hard copy/website
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education 	Hard copy/website

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<ul style="list-style-type: none"> • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	
<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/website
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Inspection only
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy

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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	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Hard copy/website
Out of school clubs	Hard copy/website
School publications	Hard copy/website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
Leaflets books and newsletters	Hard copy/website

**Contact details: Mrs S Dix, Business Manager,
Longwell Green Primary School
Ellacombe Road
Longwell Green
BRISTOL BS30 9BA
Tel: 01454 866460
e-mail: enquiries@longwellgreenprimaryschool.co.uk**

Documents can be found on the website

Hard copies of documents can be requested from the school office

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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 @ 35p per side where applicable (black & white)	Actual cost –labour 32p print 3p
	Photocopying/printing @ 40p per side where applicable (colour)	Actual cost- labour 32p print 8p
	Postage- actual cost only	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority