

TRAFALGAR INFANT SCHOOL



Policy for Freedom of Information Guide to information available from Trafalgar Infant School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Current information on the school's structures, locations and contacts and organisational information is available on its website.	www.trafalgar-inf.richmond.sch.uk	Free
Who's who in the school	Hard copy from school office	Free
Who's who on the governing body and the basis of their appointment	Hard copy from school office or website	Free
Instrument of Government	Hard copy from school office	Free
Contact details for the Head teacher and for the governing body.	Hard copy from school office	Free
Staffing structure	Hard copy from school office	Free
School session times and term dates	Hard copy from school office	Free
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 for current and previous financial years.		
Annual budget plan and financial statements	Hard copy available from school office (as an extract from the same form as circulated to school governors once a term)	Free
Capitalised funding	As above	Free
Additional funding The school's charging policy states ' <i>Under the terms of the Education Reform Act 1988 we cannot make a charge for school-time activities but we may invite parents to make</i>	<ul style="list-style-type: none"> • PTA meetings & minutes • Charging for Activities Policy 	

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<i>a voluntary contribution. At Trafalgar Infant School activities and trips are supported by funds from the school budget, PTA funds and voluntary parental contributions'.</i>		
Procurement and projects	As a PFI school, PPP is responsible for the majority of contractual arrangements for the supply of goods and services. The LA is responsible for some others.	
Pay Policy	Hard copy from school office	Free
Staffing and grading structure	The grading structure is part of the pay policy (see above).	
Governors' allowances	Hard copy from school office	Free
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report 	www.trafalgar-inf.richmond.sch.uk	
Appraisal policy and procedures adopted by the governing body.	Hard copy from school office	Free
Schools future plans	The School Development Plan, which describes the action plan and budgets is available in hard copy from the school office.	Free
Class 4 – How we make decisions Decision making processes and records of decisions for current and previous three years.		
Admissions policy/decisions (not individual admission decisions). The school admits children as directed by the Local Authority Borough Procedures.	http://www.richmond.gov.uk/primary_school_admissions	
Agendas and minutes of meetings of the governing body and (if held) its sub-committees.	Copies of the minutes of meetings, excluding matters properly regarded as private to the meetings, are available from the school office.	Free

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<p>Class 5 – Our policies and procedures <u>Current</u> written protocols, policies and procedures for delivering our services and responsibilities.</p>		
<p>School policies including:</p> <ol style="list-style-type: none"> 1. FOI - Charging and Remissions policy 2. Health and Safety 3. Complaints Policy 4. Code of Conduct for School Staff 5. Discipline and grievance policies 6. Data Protection Policy – Subject Access Requests 7. Equalities Policy and Action Plan 8. Accessibility Strategy & Action Plan 9. Staff recruitment procedures 	<p>1-9 Available from school office 7 & 8 also available on website</p>	<p>Free</p>
<p>Pupil and curriculum policies, including:</p> <ol style="list-style-type: none"> 1. Curriculum Framework 2. Sex and Relationships Education 3. Special Educational Needs 4. Collective worship 5. Managing Behaviour & Anti-Bullying Policy 	<p>1-5 Available from school office 3 & 5 Available on website</p>	<p>Free</p>
<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) 	<p>The school follows the practices outlined in the Retention Guidelines of the Local Government Group of the Record management Society of GB.</p>	
<p>Charging regimes and policies. 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>	<p>See below</p>	
<p>Class 6 – Lists and Registers Currently maintained lists and registers only.</p>		

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Curriculum circulars and statutory instruments	Info available in school office	Free
Disclosure logs	Info available in school office	Free
Asset register	Hard copy available from school office	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Info. in 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 from school office	Free
Out of school clubs	Info available in school office	
School publications <ul style="list-style-type: none"> Weekly school newsletter for parents and carers Parents Handbook, issued to all parents of children entering Reception. 	<ul style="list-style-type: none"> Hard copy available from school office Hard copy available from school office 	Free
Services for which the school is entitled to recover a fee, together with those fees. School-run activities. Privately run activities. These activities bear individual charges, although there are free places at the clubs for children who receive pupil premium funding.	Some school-run activities are the subject to conditions in Charging for Activities Policy	
Leaflets, books and newsletters	Hard copy available from school office	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Many of the publications are relevant to current parents and as such are held on our – e-school which is password protected		

Contact details: School Office – 020 8894 5729

info@trafalgar-inf.richmond.sch.uk

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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 @ 10p per sheet (black & white)	As PFI school Charge set by FM company
	Photocopying/printing @ 10p per sheet (colour)	As PFI school Charge set by FM company
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

Reviewed by: Resources Committee: Spring 2017

Next review: Spring 2018

Date	Change Description
July 2014	Change Control table added to aid understanding of the changes made at each review.
Spring 2015	No changes
Spring 2016	This policy has been moved to Resources Committee. The charge relating to photocopying have been updated.
Spring 2017	Changes have been made to correctly name policies and remove obsolete references