




**FELLVIEW PRIMARY SCHOOL**

**FREEDOM OF INFORMATION  
PUBLICATION SCHEME**

**2024**

Approved by <sup>1</sup>	
Name:	Gillian McElvogue
Position:	Headteacher
Signed:	
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<sup>1</sup> The Governing Body are free to determine how to implement.

<sup>2</sup> The Governing Body are free to determine review frequency.



## Freedom of Information

### Guide to information available from Fellview Nursery and Primary School under the model publication scheme

We referred to the Information Commissioner's Office (ICO) ['Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme' \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This 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. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
<b>Class 1 - Who we are and what we do</b> <b>Current information about us; our structures, locations, and contacts</b>	(hard copy and/or website)	
Head teacher's contact details.	w/s	
Who's who in the school.	h/c and w/s	
Who's who on the governing body and selection criteria for appointment.	h/c and w/s	
Instrument of Government.	h/c and w/s	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	h/c and w/s	
School prospectus.	w/s	
School session times and term dates	h/c and w/s	

Current information to be published	How you can obtain information	Cost
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit.</p> <p>Current and previous financial year as a minimum.</p>	(hard copy and/or website)	
Annual budget and financial statements	h/c in school	
Capital funding.	h/c in school	
Financial audit reports.	h/c in school	
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	h/c in school	
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	h/c in school	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	h/c in school	
Additional funding	h/c in school	
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority.	h/c in school	
Details of any premiums we receive such as Pupil premium.	h/c and w/s	
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors.	h/c in school	
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>		
Annual Report.	h/c	

Current information to be published	How you can obtain information	Cost
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> </ul>	h/c and w/s	
Performance tables	h/c and w/s	
Our school profile and performance data supplied to the Government (GIAS)	h/c and w/s	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	h/c	
<b>Class 4 – How we make decisions</b> Our decision-making processes and records of decisions. Current and previous three years as a minimum.	(hard copy or website)	
Admissions policy (and, where applicable, general, and not individual admission decisions)	w/s	
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	h/c	
<b>Class 5 – Our policies and procedures</b> Our current written protocols, policies, and procedures for delivering our services and responsibilities  Current information only	(hard copy or website)	

Current information to be published	How you can obtain information	Cost
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> <li>• School Behaviour including Anti bullying</li> <li>• Online Safety</li> <li>• Values and Ethos</li> <li>• Safeguarding</li> <li>• SEND</li> <li>• Complaints Procedure</li> <li>• Freedom of Information</li> <li>• Pay Policy</li> <li>• Data Protection</li> <li>• Charging and Remissions</li> </ul>	h/c and w/s where required	
<p><b>Class 6 – Lists and Registers</b>  Lists and registers we currently maintain (does not include the attendance register)</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	h/c	
Disclosure logs i.e., information provided in response to FOIA requests	h/c	
Asset register	h/c	
Any information we are currently legally required to hold in publicly available registers		

Current information to be published	How you can obtain information	Cost
<p><b>Class 7 – The services we offer</b>                      Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	h/c and w/s	
Out of school clubs	h/c and w/s	
Services for which the school is entitled to recover a fee, together with those fees	h/c	
School publications, leaflets, books, and newsletters	h/c	
<p><b>Additional Information</b>                      Any information that is not itemised in the lists above</p>		

## Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost 0.34p
	Photocopying/printing @ 5p per sheet (colour)	Actual cost 3.4p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£10.00	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		