

# Freedom of Information

## Guide to information available from Alston Lane Catholic Primary School under the model publication scheme.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website)</p> <p>Prospectus (website)</p>	
Who's who in the school	Prospectus (website) Prospectus (hard copy)	5p sheet
Who's who on the governing body and the basis of their appointment	Prospectus (website) Prospectus (hard copy)	5p sheet
Instrument of Government		
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Prospectus (website) School Office	5p sheet
School prospectus	Website Hard copy	5p sheet
Staffing structure	Prospectus (website)	
School session times and term dates	Website & Prospectus	

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<b>Class 2 – What we spend and how we spend it</b> (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 and/or website)	
Annual budget plan and financial statements	Hard copy	
Capitalised funding	Hard copy	
Additional funding	Hard copy	
Procurement and projects	Hard copy	
Pay policy	Hard copy	
Staffing and grading structure	Hard copy	
Governors' allowances	Hard copy	

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<b>Class 3 – What our priorities are and how we are doing</b> (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"><li>• Government supplied performance data</li><li>• The latest Ofsted report<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li></ul>	Website Hard Copy	5p sheet
Performance management policy and procedures adopted by the governing body.	Website Hard Copy	5p sheet
Schools future plans	Hard copy	Free
Every Child Matters – policies and procedures		

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Prospectus (website) Hard copy	5p sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	5p sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	5p sheet

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<p><b>Class 5 – Our policies and procedures</b>          (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"> <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> </ul>	<p>Website          Hard Copy</p>	<p>5p sheet</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> </ul>	<p>Website          Hard copy</p>	<p>5p sheet</p>

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<ul style="list-style-type: none"> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>		
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>	Hard copy	5p sheet
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.	Website Hard copy	5p sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy	5p sheet
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Inspection only	

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<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Newsletters – website Hard copy	
Out of school clubs	Hard copy	
School publications	Website Hard copy	5p sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	5p sheet
Leaflets books and newsletters	Website Hard copy	Free
<p><b>Additional Information</b>          This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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## Guide to information available from Alston Lane Catholic Primary School under the model publication scheme.

**Contact details:** Mr M FitzGibbon  
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01772 783661

### 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
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost 3p + admin + paper
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 5p + admin + paper
	Postage 50p incl packaging	Actual cost of Royal Mail standard 2 <sup>nd</sup> class = 36p
<b>Statutory Fee</b>	£1 per item	In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority  
11.7.11