

Freedom of Information Act

Model Publication Scheme and Guide to information available from Howley Grange Primary School

Information to be published. This includes datasets where applicable - please see "How to complete the Guide to Information".	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	www.howleygrange.co.uk	N/A
Who's who on the governing body / board of governors and the basis of their appointment	www.howleygrange.co.uk	N/A
Instrument of Government / Articles of Association	Hard copy	See page 9
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	www.howleygrange.co.uk	N/A
School prospectus (if any)	www.howleygrange.co.uk	N/A
Annual Report (if any)		
Staffing structure	www.howleygrange.co.uk	N/A
School session times and term dates	www.howleygrange.co.uk	N/A
Address of school and contact details, including email address.	www.howleygrange.co.uk	N/A

Freedom of Information Act

Model Publication Scheme and Guide to information available from Howley Grange Primary School

<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	See page 9
Capital funding	Hard copy	See page 9
Financial audit reports	Hard copy	See page 9
Procurement and projects	Hard copy	See page 9
Pay policy	Hard copy	See page 9
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.	N/A	
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.	Hard copy	See page 9
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	N/A	

Freedom of Information Act

Model Publication Scheme and Guide to information available from Howley Grange Primary School

<p>Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>www.howleygrange.co.uk</p> <p>www.howleygrange.co.uk</p> <p>www.howleygrange.co.uk</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	<p>See page 9</p>
<p>Performance data or a direct link to it</p>	<p>www.howleygrange.co.uk</p>	<p>N/A</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Hard copy</p>	<p>See page 9</p>
<p>Safeguarding and child protection</p>		

Freedom of Information Act

Model Publication Scheme and Guide to information available from Howley Grange Primary School

Class 4 - How we make decisions (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) - where applicable	LA policy ~ Dudley School Admissions	N/A
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).	Hard copy	See page 9

Freedom of Information Act

Model Publication Scheme and Guide to information available from Howley Grange Primary School

<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>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) 	LA Policy ~ hard copy	See page 9
<p>School policies, including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health & Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy or website www.howleygrange.co.uk	See page 9 N/A
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school Agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil behaviour and discipline • 	Hard copy or website www.howleygrange.co.uk	See page 9 N/A

Freedom of Information Act

Model Publication Scheme and Guide to information available from Howley Grange Primary School

<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> <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> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	Website ~ see above	N/A
--	---------------------	-----

Freedom of Information Act

Model Publication Scheme and Guide to information available from Howley Grange Primary School

<p>Class 6 - Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>		
<p>Disclosure logs</p>		
<p>Asset register</p>	<p>Hard copy</p>	<p>See page 9</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Hard copy</p>	<p>See page 9</p>

Freedom of Information Act

Model Publication Scheme and Guide to information available from Howley Grange Primary School

<p>Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>www.howleygrange.co.uk</p>	
<p>Out of school clubs</p>	<p>www.howleygrange.co.uk</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hard copy</p>	<p>See page 9</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Hard copy www.howleygrange.co.uk</p>	<p>See page 9 N/A</p>

<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

Freedom of Information Act

Model Publication Scheme and Guide to information available from Howley Grange Primary School

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 @ 1p per A4 sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".