

ST. MICHAEL'S CHURCH SCHOOL
FREEDOM OF INFORMATION POLICY



*St. Michael's
Church School*

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Freedom of Information Policy**

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Policy Review Schedule

Version	Author	Summary	Review Date	Next Review
1.0	P Nuzzo	New Policy	July 2017	July 2019
1.1	P Nuzzo	Updated Version	July 2019	July 2021

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Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website www.stmichaelschurchool.co.uk</p>	
Who's who in the school	Staff list on school website or hard copies from school office.	Free
Who's who on the governing body and the basis of their appointment	Governor list on school website or hard copies from school office.	Free
Instrument of Government	Hard copy from school office.	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Headteacher and . Governors – contact school office.	
Staffing structure	Hard copy from school office.	Free
School session times and term dates	School website (prospectus) or hard copy from school office.	Free

<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 from school office.	Free
Capitalised funding	Hard copy from school office.	Free
Additional funding e.g Sports Premium of Pupil Premium	Hard copy from school office.	Free
Procurement and projects	Hard copy from school office.	Free
Pay policy	Hard copy from school office.	Free

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Staffing and grading structure - anonymised	Hard copy from school office.	Free
Governors' allowances	Not applicable. Our governors do not claim for any expenditure, although they can if they wish.	

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 	School website or https://www.compare-schoolperformance.service.gov.uk/ School website or www.ofsted.gov.uk Or hard copies from school office.	Free Free
Performance management policy and procedures adopted by the governing body.	Hard copy from school office.	Free
Schools future plans Governing body Strategic plan and School Development Plan	Website and hard copy from school office.	Free
Safeguarding and Child Protection policies and procedures	Website and hard copy from school office	Free

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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</p>	(hard copy or website)	
Admission arrangements	School website	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy from school office.	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard copy from school office.	Free

<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"> • Charging and remissions policy • Health and Safety • Complaints procedure 	<p>Website or Hard copy from school office.</p>	Free
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Curriculum information • Sex education • Special educational needs • Accessibility • Behaviour 	<p>Website or hard copy from school office.</p>	Free

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Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • School Information policy (records retention, destruction and archives) • Data protection (including information sharing policies) 	Hard copy from school office. Hard copy from school office.	Free Free
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.	We do not charge for any information routinely published.	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Available on request.	
Asset register	Inspection only in school office.	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection only in school office.	

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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	Website or hard copy from school office.	Free

School publications	Website or hard copy from school office.	Free
Leaflets books and newsletters	Website or hard copy from school office.	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

**The Headteacher
St Michael's Church School
Constantine Drive
Stanground
Peterborough
PE2 8SZ**

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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)	Actual cost *
	Photocopying/printing @ 10p per 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