

Freedom of Information

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

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".

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	Information available on the school website	Free
Who’s who in the school	Information available on the school website	Free
Who’s who on the governing body / board of governors and the basis of their appointment	Information available on the school website	Free
Instrument of Government / Articles of Association	Information available on the school website	Free

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Information available on the school website	Free
School prospectus (if any)	Information available on the school website	Free
Annual Report (if any)	N/A	Free
Staffing structure	Information available on the school website	Free
School session times and term dates	Information available on the school website	Free
Address of school and contact details, including email address.	Information available on the school website	Free

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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)	(paper copy and/or website)	Copy cost
Current and previous financial year as a minimum	Paper copy	Copy cost
Annual budget plan and financial statements	Paper copy	Copy cost
Capital funding	Paper copy	Copy cost
Financial audit reports	Paper copy	Copy cost
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Paper copy	Copy cost
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Paper copy	Copy cost

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Pay policy	Paper copy	Copy cost
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.	Paper copy	Copy cost
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.	Paper copy	Copy cost
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Information available on the school website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Paper copy or website	
Current information as a minimum	Paper copy	Copy cost

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<p>School profile (if any)</p> <p>And in all cases:</p> <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>Information available on the school website</p>	<p>Free</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Paper copy</p>	<p>Copy cost</p>
<p>Performance data or a direct link to it</p>	<p>Information available on the school website</p>	<p>Free</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>Paper copy</p>	<p>Copy cost</p>

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Safeguarding and child protection	Information available on the school website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Paper copy or information available on the school website	Copy cost/free
Admissions policy/decisions (not individual admission decisions) – where applicable	Information available on school website	Free
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).	Paper copy	Copy cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or	Information available on school website or paper copy Information available on school website or paper copy	Free/ Copy cost Free/ Copy Cost

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<p>English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</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>Information available on the school website</p>	<p>Free</p>
<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. 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>	<p>Information available on the school website</p>	<p>Free</p>

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Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(paper copy or website; some information may only be available by inspection)	Copy cost
Curriculum circulars and statutory instruments	Paper copy	Copy cost
Disclosure logs	Paper copy	Copy cost
Asset register	Paper copy	Copy cost
Any information the school is currently legally required to hold in publicly available registers	Paper copy	Copy cost
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	(paper copy or website; some information may only be available by inspection)	Copy cost

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Extra-curricular activities	Information available on the school website	Free
Out of school clubs	Information available on the school website	Free
Services for which the school is entitled to recover a fee, together with those fees	Paper copy	Copy cost
School publications, leaflets, books and newsletters	Information available on the school website/paper copy	Free Copy cost
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 cost per sheet (black & white)	Actual cost *
	Photocopying/printing cost 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