

Freedom of Information Act

A guide to the information available from

The Meadows Primary School

2023

Class 1 – Who are we and what we do (organisational information, structures, locations & contacts)		
Information to be published	How the information can be obtained	Cost
Who's who in the school	School website	Free
Who's Who on the Governing Body and the basis of their appointment	School website- (Governors section)	Free
Contact details for the Headteacher and for the Governing Body via the school office	School website	Free
School Prospectus	Hard copy/Website	4p per sheet + £2.43
Staffing Structure	Hard copy	0.410p per sheet + £1.58p
School session times & term dates	School website	Free

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) Current and previous financial year as a minimum		
Information to be published	How the information can be obtained	Cost
Annual budget plan & financial statements	Hard Copy	0.410p per sheet + £1.58p
Capital Funding (DFC)	Hard Copy	0.410p per sheet + £1.58p
Financial audit reports	Hard Copy	0.410p per sheet + £1.58p
Procurement & Projects	Hard Copy	0.410p per sheet + £1.58p
Pay policies	Hard Copy	0.410p per sheet + £1.58p
Staffing allowances & expenses	Hard Copy	0.410p per sheet + £1.58p
Staffing, pay and grading structure	Hard Copy	0.410p per sheet + £1.58p
Governors' Allowances	Hard Copy	0.410p per sheet + £1.58p

Class 3 – What are our priorities and how are we doing?

(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum

Information to be published	How the information can be obtained	Cost
Government supplied performance data	Hard Copy	0.410p per sheet + £1.58p
The latest Ofsted report (summary or full report)	Hard Copy	0.410p per sheet + £1.58p
Teacher Appraisal Policy	Hard Copy	0.410p per sheet + £1.58p
School Improvement Plan	Hard Copy	0.410p per sheet + £1.58p
SEF – Self-evaluation form	Hard Copy	0.410p per sheet + £1.58p

Class 4 – How we make decisions

(Decision making processes and records of decisions) Current and previous three years as a minimum

Information to be published	How the information can be obtained	Cost
Admissions Policy	Hard Copy	0.410p per sheet + £1.58p
Agendas of Governing Body Meetings	Hard Copy	0.410p per sheet + £1.58p
Minutes of Governing Body Meetings – <i>this will exclude any confidential minutes</i>	Hard Copy	0.410p per sheet + £1.58p

Class 5 – Our policies and Procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only

Information to be published	How the information can be obtained	Cost
School policies, including: • Behaviour Policy • Charging & Remissions Policy • Complaints Procedure • Code of Conduct • Discipline & Grievance Policy • Equality Policy (adults & pupils) • Safeguarding & Child Protection	Website/Hard Copy	0.410p per sheet + £1.58p
Pupil & Curriculum Policies, including: • RE & Collective Worship • Curriculum Subjects • Relationships & Sex Education • Special Educational Needs & Disability Information	Website/Hard Copy	0.410p per sheet + £1.58p
Records Management & personal data policies, including: • Information & IT policies • Retention Schedule • Data Protection/GDPR (including information sharing policies)	Website/Hard Copy	0.410p per sheet + £1.58p

Class 6 – Lists & registers

Currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost
Asset Register	Hard Copy	0.410p per sheet + £1.58p
Curriculum circulars & statutory instruments	Hard Copy	0.410p per sheet + £1.58p
Disclosure logs	Hard Copy	0.410p per sheet + £1.58p
Any information the school is currently legally required to hold in publicly available registers* <i>*This does not include the attendance register</i>	Hard Copy	0.410p per sheet + £1.58p

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

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Hard Copy	0.410p per sheet + £1.58p
School Publications	Hard Copy	0.410p per sheet + £1.58p
Lettings Policy & Information	Hard Copy	0.410p per sheet + £1.58p
School publications, leaflets, books & newsletters	Hard Copy	0.410p per sheet + £1.58p

All costs are accurate at the time of publication (November 2023) and the school reserves the right to amend these in light of any changes to incurred costs.

Additional Information

Contact Details:

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Schedule of charges

This describes how the charges have been arrived at.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ .410p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 4.10 per sheet (colour)	Actual cost*
	Large A4 envelope 3p each	Actual Cost*
	Postage @ £1.55 up to 100g or £2.40 up to 250g	Actual cost of 2 nd class large letter stamp (as of November 2023)

* Actual cost incurred by the school