

Freedom of Information –Appendix 1

Guide to information available from The Downley School under the model publication scheme

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>	Hard copy and/or website	
Who's who in the school	Website / Board in school entrance / photo sheet provided by head	Nil
Who's who on the governing body and the basis of their appointment	Website or hard copy from Chair of Governors	£1 for hard copy
Instrument of Government	Website or paper copy	£1for hard copy
Contact details for the Head teacher and for the Governing Body via the school (named contacts where possible).	Website / School office	Nil
School prospectus	Website / School office	Nil
Annual Report (of Governing Body)	Website / School office	£2 for hard copy
Staffing structure	Request to Headteacher	Nil
School session times and term dates	Website / School office	Nil
Address of school and contact details, including email address.	Hard copy and/or website	

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<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	
Annual budget plan and financial statements	Chair of Finance Committee – Hard Copy	£2
Capital funding	Chair of Finance Committee – Hard Copy	£2
Financial audit reports	Chair of Finance Committee – Hard Copy	£2
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Chair of Finance Committee – Hard Copy	£2
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).	Chair of Finance Committee – Hard Copy	£2
Pay policy	Via Meeting with Headteacher	
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 a least £60,000 per annum) by reference to categories.	Via Meeting with Headteacher	
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	Via Meeting with Headteacher	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governor area of website / Chair of Governors – Hard Copy	£2 for hard copy

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<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	
<p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Government Data – website Ofsted Report - website	Nil
Performance management policy and procedures adopted by the governing body.	Chair of Pay and Personnel committee	Nil
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Governor Reports – to be added to website. School Development Plan via meeting with Headteacher	Nil
Safeguarding and child protection	Website	Nil
<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	

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Admissions policy/decisions (not individual admission decisions) – where applicable	Bucks County Council Website	Nil
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 / electronic copy from Chair of Governors	£2 per hard copy per agenda
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy or website	
School policies including: <ul style="list-style-type: none"> • Charging policy • Health and Safety • Complaints procedure • Staff conduct policy* • Discipline and grievance policies* • Equality and Cohesion (including equal opportunities) policies • Staff recruitment policies* 	*Staffing policies – hard copy request from HeadTeacher All other policies on the school website	Nil
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum* • Sex education* • Special Educational Needs • Accessibility* 	* Policies marked with an * are available hard copy on request from Headteacher. All other policies are available on the school website	Nil

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<ul style="list-style-type: none"> • Equalities • Collective Worship* • Behaviour, Anti-Bullying and Discipline Policy • Gifted & Talented 		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Via Headteacher	Nil
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated.	Website	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Only available by inspection to people authorised by the Headteacher	
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly		

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available registers		
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 / hard copy available from School office	
Out of school clubs	Website / hard copy available from School office	
Services for which the school is entitled to recover a fee, together with those fees	Website and/ or hard copy available from School office	
School publications, leaflets, books and newsletters	Website and/ or hard copy available from School office	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

Tel: 01494 527033

Website: <http://www.downley.bucks.sch.uk>

Email: office@downley.bucks.sch.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Translation Costs	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the school