



# Freedom of Information Guide to information available at Pucklechurch CE VC Primary

<b>Ratified by Governing Body on:</b>	January 2022
<b>Due for Review:</b>	January 2026

**Class 1 - Who we are and what we do**

(Organisational information, structures, locations and contacts)

This will be current information only

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the school	Available on school website	N/A
Who's who on the governing body / board of governors and the basis of their appointment	Available on school website	N/A
Instrument of Government / Articles of Association	Available on school website	N/A
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Available on school website	N/A
Staffing structure	Available on school website	N/A
School session times and term dates	Available on school website	N/A
Address of school and contact details, including email address.	Available on school website	N/A

**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

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	Hard Copy from school office on request	N/A
Capital funding	Hard Copy from school office on request	N/A
Financial audit reports	Hard Copy from school office on request	N/A
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy from school office on request	N/A
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has	Hard Copy from school office on request	N/A

done so on its behalf (for example, a local authority or diocese).		
Pay policy	Hard Copy from school office on request	N/A
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.	Hard Copy from school office on request	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 from school office on request	N/A
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy from school office on request	N/A

**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

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Available on school website</p> <p>Available on school website</p> <p>Hard copy on request via the office</p>	N/A

Performance management policy and procedures adopted by the governing body.	Hard copy on request via the office	N/A
Performance data or a direct link to it	Available on school website	N/A
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy on request via the office	N/A
Safeguarding and child protection	Available on school website	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous three years as a minimum		
<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	Available on school website	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 on request from office	N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>	Available on school website	N/A
Charging regimes and policies.	Available on school website	N/A
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register).		
<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	Available on school website	N/A

Disclosure logs	Hard copy on request from school office	N/A
Asset register	Hard copy on request via the office	N/A
Any information the school is currently legally required to hold in publicly available registers	Hard copy on request via the office	N/A
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	Available on school website	N/A
Out of school clubs	Available on school website	N/A
Services for which the school is entitled to recover a fee, together with those fees	Hard copy on request via the office	N/A
School publications, leaflets, books and newsletters	Available on school website	N/A

### **Additional Information**

If you would like to view information not itemized in the lists above, please make your request to the school office.