

Freedom of Information Act 2000

Guide to Information provided by schools under the model publication scheme

Introduction

This schedule should be read in conjunction with [Guide to information available from schools under the freedom of information act.](#)

Information available from **Snitterfield Primary School** under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do		
Information about us; our structures, locations and contacts		
Current information only	<p>Website: https://snitterfieldschool.org.uk/about-us</p> <p>Hard copy: available on request – contact the school office</p>	<p>Free</p> <p>5p per page</p>
Contact details for the school and key personnel, postal and email address.	<p>Website: https://snitterfieldschool.org.uk/contact</p> <p>Hard copy: available on request – contact the school office</p>	<p>Free</p> <p>5p per page</p>
Head teacher's contact details	Website:	Free

	https://snitterfieldschool.org.uk/contact Hard copy: available on request – contact the school office	5p per page
Who's who in the school	Website: https://snitterfieldschool.org.uk/staff Hard copy: available on request – contact the school office	Free 5p per page
Who's who on the governing body and selection criteria for appointment Governing body's contact details	Website: https://snitterfieldschool.org.uk/governors Hard copy: available on request – contact the school office	Free 5p per page
Instrument of Government / Articles of Association	Website: https://snitterfieldschool.org.uk/governors Hard copy: available on request – contact the school office	Free 5p per page
School prospectus	No prospectus – see website for information	
School session times and term dates	Website: https://snitterfieldschool.org.uk/term-dates Hard copy: available on request – contact the school office	Free 5p per page
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		
Annual budget and financial statements	Hard copy: available on request – contact the school office	5p per page
Capital funding	Hard copy: available on request – contact the school office	5p per page
Financial Audits reports	Hard copy: available on request – contact the school office	5p per page
Details of expenditure items over £2000 (published at least annually,	Hard copy: available on request – contact the school office	5p per page

where practical, at a more frequent quarterly or six-monthly interval)		
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy: available on request – contact the school office	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy: available on request – contact the school office	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available on request – contact the school office	5p per page
Procurement and contracts we have entered into	Hard copy: available on request – contact the school office	5p per page
Details of any premiums we receive such as Pupil premium.	Website: https://snitterfieldschool.org.uk/pupil-premium Hard copy: available on request – contact the school office	Free 5p per page
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		
Latest reports from regulators Ofsted - Full report	Website: https://snitterfieldschool.org.uk/ofsted Hard copy: available on request – contact the school office	Free 5p per page
Assessment results	Website: https://snitterfieldschool.org.uk/assessment-results Hard copy: available on request – contact the school office	Free 5p per page
Performance tables	Website: https://snitterfieldschool.org.uk/dfe-performance-tables Hard copy: available on request – contact the school office	Free 5p per page

The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Hard copy: available on request – contact the school office	5p per page
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Website: https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/125521 Hard copy: available on request – contact the school office	Free 5p per page
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy: available on request – contact the school office	5p per page

Class 4 – How we make decisions

Decision making processes and records of decisions

Current and previous three years as a minimum

Admissions policy	Website: https://snitterfieldschool.org.uk/admissions Hard copy: available on request – contact the school office	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy: available on request – contact the school office	5p per page

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<p>Website: https://snitterfieldschool.org.uk/policies</p> <p>Hard copy: available on request – contact the school office</p>	<p>Free</p> <p>5p per page</p>
Safeguarding and child protection, including protecting children’s personal data	<p>Website: https://snitterfieldschool.org.uk/policies</p> <p>Hard copy: available on request – contact the school office</p>	<p>Free</p> <p>5p per page</p>
Equality information and objectives	<p>Website: https://snitterfieldschool.org.uk/policies</p> <p>Hard copy: available on request – contact the school office</p>	<p>Free</p> <p>5p per page</p>
Policies and procedures relating to recruitment and human resources	Hard copy: available on request – contact the school office	5p per page
Special educational needs	<p>Website: https://snitterfieldschool.org.uk/policies https://snitterfieldschool.org.uk/send</p> <p>Hard copy: available on request – contact the school office</p>	<p>Free</p> <p>5p per page</p>
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Hard copy: available on request – contact the school office	5p per page
Pay Policy	Hard copy: available on request – contact the school office	5p per page
Records management (Information security policies Records retention, destruction and archive policies)	Hard copy: available on request – contact the school office	5p per page

Data protection (including information sharing and CCTV usage policies)		
Charging regimes and policies	<p>Website: https://snitterfieldschool.org.uk/policies</p> <p>Hard copy: available on request – contact the school office</p>	<p>Free</p> <p>5p per page</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>		
Curriculum circulars and statutory instruments	<p>Website: https://snitterfieldschool.org.uk/our-curriculum</p> <p>Hard copy: available on request – contact the school office</p>	<p>Free</p> <p>5p per page</p>
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy: available on request – contact the school office	5p per page
Asset register and Information Asset register	Inspection only – contact school office	
Any information we are currently legally required to hold in publicly available registers	Inspection only – contact school office	
<p>Class 7 – The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>		
Extra-curricular activities	Hard copy: available on request – contact the school office	5p per page
Out of school clubs	Website:	Free

	https://sdh-academy.co.uk/product/snitterfield-club-booking/ Hard copy: available on request – contact the school office	5p per page
Services for which we are entitled to recover a fee, together with those fees	Website: https://snitterfieldschool.org.uk/policies Hard copy: available on request – contact the school office	Free 5p per page
Requests for paper copies of information	Hard copy: available on request – contact the school office	5p per page
Our publications, leaflets, books and newsletters	Website: https://snitterfieldschool.org.uk/ Hard copy: available on request – contact the school office	Free 5p per page
Additional Information Any information that is not itemised in the lists above		

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	Website	Access to website is free of charge
	Emails and attachments	Free of charge
	Photocopying @ 5p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)	Not applicable