

Freedom of Information

Guide to information available from Carsic Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost if Collected from school	Cost if posted
<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: www.carsic.org.uk)		
Who's who in the school	Hard copy in school/website	Free	Current cost of 2 nd class postage
Who's who on the governing body and the basis of their appointment	Hard copy in school/website		
Instrument of Government	Hard copy in school		
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy in school/website		
School prospectus	Hard copy in school/website		
Annual Report	Hard copy in school		
Staffing structure	Hard copy in school		
School session times and term dates	Hard copy in school/website		

Freedom of Information

Guide to information available from Carsic Primary School under the model publication scheme

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	(hard copy and/or website)	Cost if Collected from school	Cost if posted
Annual budget plan and financial statements	Hard copy in school	Free up to 10 sheets – 5p /sheet thereafter black and white – 7p/sheet thereafter colour	Collection charge + Current cost of 2 nd class postage
Capitalised funding			
Additional funding			
Procurement and projects			
Pay policy			
Staffing and grading structure			

Freedom of Information

Guide to information available from Carsic Primary School under the model publication scheme

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	(hard copy or website)	Cost if Collected from school	Cost if posted
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<ul style="list-style-type: none"> • Hard copy in school • www.ofsted.gov.uk/ or the school website 	Free	Current cost of 2 nd class postage
Performance management policy and procedures adopted by the governing body.	Hard copy in school		
Schools future plans	Hard copy in school		
Every Child Matters – policies and procedures	Hard copy in school	Free up to 10 sheets – 5p /sheet thereafter black and white – 7p/sheet thereafter colour	Collection charge + Current cost of 2 nd class postage

Freedom of Information

Guide to information available from Carsic Primary School under the model publication scheme

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	Cost if Collected from school	Cost if posted
Admissions policy/decisions (not individual admission decisions)	Hard copy in school	Free	Current cost of 2 nd class postage
Agendas of meetings of the governing body and (if held) its sub-committees Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.		Free up to 10 sheets – 5p /sheet thereafter black and white – 7p/sheet thereafter colour	Collection charge + Current cost of 2 nd class postage

Freedom of Information

Guide to information available from Carsic Primary School under the model publication scheme

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)	Cost if Collected from school	Cost if posted
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copies are available in school of all these policies	Free up to 10 sheets – 5p /sheet thereafter black and white – 7p/sheet thereafter colour	Collection charge + Current cost of 2 nd class postage
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline 	Hard copies are available in school of all these policies	Free up to 10 sheets – 5p /sheet thereafter black and white – 7p/sheet thereafter colour	Collection charge + Current cost of 2 nd class postage

Freedom of Information

Guide to information available from Carsic Primary School under the model publication scheme

<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>Hard copies are available in school of all these policies</p>	<p>Free up to 10 sheets – 5p /sheet thereafter black and white – 7p/sheet thereafter colour</p>	<p>Collection charge + Current cost of 2nd class postage</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.</p>	<p>Hard copy</p>	<p>Free up to 10 sheets – 5p /sheet thereafter black and white – 7p/sheet thereafter colour</p>	<p>Collection charge + Current cost of 2nd class postage</p>

Freedom of Information

Guide to information available from Carsic Primary School under the model publication scheme

Class 6 – Lists and Registers	hard copy or website; some information may only be available by inspection)	Cost if Collected from school	Cost if posted
Currently maintained lists and registers only			
Curriculum circulars and statutory instruments	Hard copy in school	Free up to 10 sheets – 5p /sheet thereafter black and white – 7p/sheet thereafter colour	Collection charge + Current cost of 2 nd class postage
Disclosure logs	Inspection only	Free	
Asset register	Inspection only	Free	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy in school	Free up to 10 sheets – 5p /sheet thereafter black and white – 7p/sheet thereafter colour	Collection charge + Current cost of 2 nd class postage

Freedom of Information

Guide to information available from Carsic Primary School under the model publication scheme

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)	Cost if Collected from school	Cost if posted
Extra-curricular activities	Hard copy in school/website	Free	Current cost of 2 nd class postage
Out of school clubs			
School publications			
Services for which the school is entitled to recover a fee, together with those fees	Hard copy in school	Free	Current cost of 2 nd class postage
Leaflets books and newsletters	Hard copy in school/website	Free	Current cost of 2 nd class postage

Freedom of Information

Guide to information available from Carsic Primary School under the model publication scheme

Contact details:

**Address: Carsic Primary School
Westbourne View
Sutton-in-Ashfield
Notts
NG17 2HT**

Tel: 01623 553189

Email: office@carsic.notts.sch.uk

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 @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 7p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class