

# Freedom of Information

## Guide to information available from STEBBING PRIMARY School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)  WEBSITE	N/A
Who's who in the school	WEBSITE	N/A
Who's who on the governing body and the basis of their appointment	WEBSITE GOVERNOR PAGE	N/A
Instrument of Government	WEBSITE GOVERNOR PAGE	N/A
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	WEBSITE CONTACT US	N/A
School prospectus	WEBSITE	N/A
School session times and term dates	WEBSITE TERM DATES	N/A

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<b>Class 2 – What we spend and how we spend it</b> (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)	
Annual budget plan and financial statements	HARD COPY VIA THE OFFICE	FOC
Capitalised funding	HARD COPY VIA THE OFFICE	FOC
Additional funding	HARD COPY VIA THE OFFICE	FOC
Procurement and projects	HARD COPY VIA THE OFFICE	FOC
Pay policy	HARD COPY VIA THE OFFICE	FOC
Staffing and grading structure	HARD COPY VIA THE OFFICE	FOC
Governors' allowances	HARD COPY VIA THE OFFICE	FOC

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<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	WEBSITE OFSTED REPORT END KEY STAGE RESULTS	N/A
<p>Performance management policy and procedures adopted by the governing body.</p>	HARD COPY VIA THE OFFICE	FOC
<p>Schools future plans</p>	WEBSITE	N/A
<p>SAFEGUARDING – policies and procedures</p>	WEBSITE SAFEGUARDING POLICIES AND PROCEDURES	N/A

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	WEBSITE ADMISSIONS	N/A
Agendas of meetings of the governing body and (if held) its sub-committees	HARD COPY VIA THE OFFICE	FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	HARD COPY VIA THE OFFICE	FOC

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<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)          Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>WEBSITE          WEBSITE          ALL EDUCATION HR          POLICIES AVAILABLE          FROM THE SCHOOL          OFFICE (HARD COPY)</p>	<p>N/A</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>WEBSITE OR HARD          COPY VIA THE SCHOOL          OFFICE</p>	<p>N/A</p>

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<p>Records management and personal data policies, including:</p> <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>	HARD COPY VIA THE SCHOOL OFFICE AND WEBSITE	N/A
<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>	WEBSITE	N/A

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	WEBSITE	N/A
Disclosure logs	HARD COPY VIA THE OFFICE	FOC
Asset register	HARD COPY VIA THE OFFICE	FOC
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	HARD COPY VIA THE OFFICE	FOC

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<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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	WEBSITE CLUBS	N/A
Out of school clubs	WEBSITE AS ABOVE	N/A
School publications	WEBSITE	N/A
Services for which the school is entitled to recover a fee, together with those fees	WEBSITE POLICIES CHARGING	N/A
Leaflets books and newsletters	WEBSITE STEBBING SPOTLIGHT (NEWSLETTER)	N/A

### Contact details:

**Mrs K James**  
**Office Manager**  
**Stebbing Primary**  
**High Street**  
**Stebbing**  
**Dunmow**  
**ESSEX CM6 3SH**



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01371 856260

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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

\* the actual cost incurred by the public authority