

Annex to Freedom of Information Policy

Guide to information available from Morgan's Vale and Woodfalls Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)
Who's who in the school	School website under “About Us “ tab
Who's who on the governing body / board of governors and the basis of their appointment	School website under “Governor” tab
Instrument of Government / Articles of Association	On Website under “Governors” tab
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	On website under “About Us” tab
School prospectus (if any)	See website
Annual Report (if any)	On website under “Governor” tab
Staffing structure	On website under “About Us “ tab
School session times and term dates	On website under “About Us” tab
Address of school and contact details, including email address.	As above
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) Current year held in school office. Previous year see Annual Report on school website under “Governor” tab
Annual budget plan and financial statements	Held in school office and Clerk to the Governors
Capital funding	Held in School Office
Financial audit reports	Held in school office and Annual Report on website

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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Held in Governors Minutes held by Clerk
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 or diocese).	Held by Salisbury Diocese/ Education Dept/Buildings
Pay policy	Held by Head and Clerk to school Governors
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.	Held in School Office
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.	Held by Head and school office
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governors Allowance Policy – held by Clerk to Governors
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) Held on school website see under “Improving “ tab
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Held on school website Under “Improving “tab
Performance management policy and procedures adopted by the governing body.	Held by Head and Clerk to Governors
Performance data or a direct link to it	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	See SDP on Website under “Improving” tab

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Safeguarding and child protection	Held on school website under "Parents" tab
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)
Current and previous three years as a minimum	Hard copy held by Clerk to Governors
Admissions policy/decisions (not individual admission decisions) – where applicable	Held on school website under "Parent" tab
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 held by Clerk to Governors
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	(hard copy or website) Relevant policies held On school website under "Parents" tab
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) 	GDPR on school website, records etc held in school office as per GDPR
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 (please see "How to complete the Guide to information").	Policy held on website under "parent" tab

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Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Held in school office or on website under "Curriculum" tab
Disclosure logs	Held in school office
Asset register	Held in School office
Any information the school is currently legally required to hold in publicly 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	
Out of school clubs	
Services for which the school is entitled to recover a fee, together with those fees	Breakfast Club After School Club School Trips
School publications, leaflets, books and newsletters	See school website
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	