

**Freedom of Information**  
Guide to information available from  
Exminster Community Primary School  
under the model publication scheme

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost per sheet (b/w)</b>
<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)	
Who's who in the school	Hard Copy	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website Hard Copy	N/A Free
Instrument of Government / Articles of Association	Hard Copy	£0.20
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website Hard Copy	N/A Free
School prospectus	Website	N/A
Staffing structure	Hard Copy	£0.20
School session times and term dates	Website Hard Copy	N/A Free
Address of school and contact details, including email address.	Website Hard Copy	N/A Free

<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		
Annual budget plan and financial statements	Hard Copy	£0.20
Capital funding	Hard Copy	£0.20
Financial audit reports	Hard Copy	£0.20
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	£0.20
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).	Hard Copy	£0.20
Pay policy	Hard Copy	£0.20
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	£0.20
Staffing, pay and grading structure.	Hard Copy	£0.20
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	£0.20
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
Government supplied performance data	Hard Copy	£0.20
Latest Ofsted Report	Website Hard Copy	N/A £0.20

Performance management policy and procedures adopted by the governing body.	Hard Copy	£0.20
Performance data or a direct link to it	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		
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard Copy	£0.20
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).	Website Hard Copy	N/A £0.20
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
School Policies Pupil and Curriculum Policies Records management and personal data policies	Website Hard Copy	N/A Free
Charging regimes and policies.	Website Hard Copy	N/A Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Website Hard Copy	N/A Free
Asset register	Hard Copy	£0.20
Any information the school is currently legally required to hold in publicly	Hard Copy	£0.20

available registers		
<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		
Extra-curricular activities	Website	N/A
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy	Free
Newsletters	Website Hard Copy	N/A Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.		

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 20p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority