

## Freedom of Information

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

<b>Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website <a href="http://www.carvilleprimary.co.uk/contact-us">www.carvilleprimary.co.uk/contact-us</a></p>	None
<p>Who’s who in the school</p>	<p>Website <a href="https://www.carvilleprimary.co.uk/staff">https://www.carvilleprimary.co.uk/staff</a></p>	None
<p>Who’s who on the governing body / board of governors and the basis of their appointment</p>	<p>Website <a href="https://www.carvilleprimary.co.uk/governors">https://www.carvilleprimary.co.uk/governors</a></p>	None

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Instrument of Government / Articles of Association	Hard copy on request from School Business Manager	10p /sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website <a href="https://www.carvilleprimary.co.uk/contact-us">https://www.carvilleprimary.co.uk/contact-us</a> <a href="https://www.carvilleprimary.co.uk/governors">https://www.carvilleprimary.co.uk/governors</a>	None
School prospectus (if any)	Website <a href="https://www.carvilleprimary.co.uk/school-information">https://www.carvilleprimary.co.uk/school-information</a>	None
Annual Report (if any)	N/A	
Staffing structure	Website <a href="https://www.carvilleprimary.co.uk/staff">https://www.carvilleprimary.co.uk/staff</a>	None
School session times and term dates	Website <a href="https://www.carvilleprimary.co.uk/school-information">https://www.carvilleprimary.co.uk/school-information</a>	None

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Address of school and contact details, including email address.	Website <a href="https://www.carvilleprimary.co.uk/contact-us">https://www.carvilleprimary.co.uk/contact-us</a>	None
<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 on request from School Business Manager	10p /sheet
Annual budget plan and financial statements	Hard copy on request from School Business Manager	10p /sheet
Capital funding	Hard copy on request from School Business Manager	10p /sheet
Financial audit reports	Hard copy on request from School Business	10p /sheet

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	Manager	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy on request from School Business Manager	10p /sheet
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 on request from School Business Manager	10p /sheet
Pay policy	Hard copy on request from School Business Manager	10p /sheet
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 on request from School Business Manager	10p /sheet
Staffing, pay and grading structure. As a minimum the pay	Hard copy on request	10p

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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.	from School Business Manager	/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy on request from School Business Manager	10p /sheet
<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	Website <a href="https://www.carvilleprimary.co.uk/">https://www.carvilleprimary.co.uk/</a> <a href="https://www.carvilleprimary.co.uk/statutory-info">https://www.carvilleprimary.co.uk/statutory-info</a>  <a href="https://reports.ofsted.gov.uk/provider/21/108592">https://reports.ofsted.gov.uk/provider/21/108592</a>	None
School profile	Website <a href="https://www.compare-school-">https://www.compare-school-</a>	None

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<ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p><a href="https://performance.service.gov.uk/school/108592/carville-primary-school/primary">performance.service.gov.uk/school/108592/carville-primary-school/primary</a></p> <p>Performance data: Website <a href="https://www.carvilleprimary.co.uk/statutory-info">https://www.carvilleprimary.co.uk/statutory-info</a></p> <p><a href="https://reports.ofsted.gov.uk/provider/21/108592">https://reports.ofsted.gov.uk/provider/21/108592</a></p>	None
Performance management policy and procedures adopted by the governing body.	Hard copy on request from School Business Manager	10p /sheet

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Performance data or a direct link to it	Website <a href="https://www.gov.uk/school-performance-tables">https://www.gov.uk/school-performance-tables</a>  <a href="https://www.compare-school-performance.service.gov.uk/school/108592">https://www.compare-school-performance.service.gov.uk/school/108592</a>	None
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy on request from School Business Manager	10p /sheet
Safeguarding and child protection	Website <a href="https://www.carvilleprimary.co.uk/documents-policies">https://www.carvilleprimary.co.uk/documents-policies</a>	None
<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)	

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Admissions policy/decisions (not individual admission decisions) – where applicable	Website <a href="https://www.carvilleprimary.co.uk/admissions">https://www.carvilleprimary.co.uk/admissions</a>	
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 on request from School Business Manager	10p /sheet
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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.</p>	Website <a href="https://www.carvilleprimary.co.uk/documents-policies">https://www.carvilleprimary.co.uk/documents-policies</a>	None



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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>	<p>Website <a href="https://www.carvilleprimary.co.uk/documents-policies">https://www.carvilleprimary.co.uk/documents-policies</a></p>	<p>None</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>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").</p>	<p>Website <a href="https://www.carvilleprimary.co.uk/documents-policies">https://www.carvilleprimary.co.uk/documents-policies</a></p>	<p>None</p>
<p><b>Class 6 – Lists and Registers</b></p>	<p>Hard copy on request from School Business</p>	<p>10p /sheet</p>

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Currently maintained lists and registers only (this does not include the attendance register).	Manager	
Curriculum circulars and statutory instruments	Hard copy on request from School Business Manager	10p /sheet
Disclosure logs	Hard copy on request from School Business Manager	10p /sheet
Asset register	Hard copy on request from School Business Manager	10p /sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy on request from School Business Manager	10p /sheet
<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)	(hard copy or website; some information may only be available by	

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Current information only	inspection)	
Extra-curricular activities	Hard copy on request from School Business Manager	10p /sheet
Out of school clubs	Hard copy on request from School Business Manager	10p /sheet
Services for which the school is entitled to recover a fee, together with those fees	Website <a href="https://www.carvilleprimary.co.uk/documents-policies">https://www.carvilleprimary.co.uk/documents-policies</a>	None
	Hard copy on request from School Business Manager	10p /sheet
School publications, leaflets, books and newsletters	Additional hard copies on request from School Business Manager	10p /sheet

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#### **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 @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard

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		2 <sup>nd</sup> class *
<b>Statutory Fee</b>	Subject Access Request – educational record included	Subject Access Code of Practice At cost* 5p per sheet – maximum of £50
	Subject Access Request – no information from educational record	At cost* 5p per sheet – maximum of £10.

\* the actual cost incurred by the school as a public authority in producing the information