



Freedom of Information List – January 2021

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do	(hard copy and/or website)	
Who's who in the school	Website	/
Who's who on the governing body / board of governors and the basis of their appointment	Website	/
Instrument of Government / Articles of Association	Website	/
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	/
School prospectus (if any)	N/A	/
Annual Report (if any)	N/A	/
Staffing structure	Hard Copy	/
School session times and term dates	Website	/
Address of school and contact details, including email address.	Website	/

Class 2 – What we spend and how we spend it	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy	
Capital funding	Hard Copy	
Financial audit reports	Hard Copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	
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	
Pay policy	Hard Copy	
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	
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.	Hard Copy	

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	
Class 3 – What our priorities are and how we are doing	(hard copy or website)	
<p>School profile (if any)</p> <p>And in all cases:</p> <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 	<p>Godstone Primary and Nursery School - GOV.UK - Find and compare schools in England (compare-school-performance.service.gov.uk)</p> <p>Ofsted Godstone Primary and Nursery School</p>	
Performance management policy and procedures adopted by the governing body.	Hard Copy	
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	Website	
Safeguarding and child protection	Website	
Class 4 – How we make decisions	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	
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	
Class 5 – Our policies and procedures	(hard copy or website)	
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) 	Website	
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information	Website	

<p>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>Class 6 – Lists and Registers</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hard Copy</p>	
<p>Disclosure logs</p>	<p>Hard Copy</p>	
<p>Asset register</p>	<p>Hard Copy</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Website</p>	
<p>Class 7 – The services we offer</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website</p>	
<p>Out of school clubs</p>	<p>Website</p>	

Services for which the school is entitled to recover a fee, together with those fees	Hard Copy	
School publications, leaflets, books and newsletters	Website/Hard Copy	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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 at 4p per sheet (black & white)	Actual cost *
	Photocopying/printing at 7p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Other		

* the actual cost incurred by the public authority