

Freedom of Information

Guide to information available from Thirsk Community Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only Thirsk Community Primary school Hambleton Place Thirsk YO7 1SL 01845 524349 www.thirsk-pri.n-yorks.sch.uk Local Authority: North Yorkshire CC Head Teacher: Mr Richard Wild	All information free via the school's website	
Who's who in the school – full staff details	Website School Brochure	Free 10p per sheet
Who's who on the governing body and the basis of their appointment	Website School Brochure	Free 10p per sheet
Instrument of Government	Website School Brochure	Free 10p per sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website School Brochure	Free 10p per sheet
School prospectus	Website Hard copy available from school office	Free Free
Annual Report	School Profile website	Free

Freedom of Information

Guide to information available from Thirsk Community Primary School under the model publication scheme

Staffing structure	Hard copy available from school office	10p per sheet
School session times and term dates	Website School brochure Hard copy available from school office	Free 10p per sheet
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	Inspection only. Please contact the school office to make an appointment	None
Annual budget plan and financial statements	Hard copy via the school	10p per sheet + £5 admin fee + postage
Capitalised funding	Hard copy via the school	10p per sheet + £5 admin fee + postage
Additional funding	Hard copy via the school	10p per sheet + £5 admin fee + postage
Procurement and projects	Hard copy via the school	10p per sheet + £5 admin fee + postage
Pay policy	Hard copy via the school	10p per sheet + £5 admin fee + postage
Staffing and grading structure	Hardcopy available from the school office	10p per sheet + £5 admin fee + postage
Governors' allowances	Not applicable	-
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hardcopy of <u>School Improvement Plan</u> available from school office	10p per sheet + £5 admin + postage

Freedom of Information

Guide to information available from Thirsk Community Primary School under the model publication scheme

Current information as a minimum	<u>Ofsted report</u> : available on line, link from school website: www.thirsk-pri.n-yorks.sch.uk Hard copy available from school <u>Audit</u> : Hard copy available from school office	Or free if website link used 10p per sheet + £5 admin + postage
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<u>School Profile</u> : available on line, link from school website Hard copy request from school <u>Ofsted report</u> : available on line, link from school website: www.thirsk-pri.n-yorks.sch.uk Hard copy available from school	Free 10p per sheet + + £5 admin + postage
Performance management policy and procedures adopted by the governing body.	School website Hard copy via the school	Free 10p per sheet + £5 admin fee + postage
Schools future plans	School Improvement Plan Hard copy via the school or if applicable, by contacting the school office	10p per sheet + £5 admin fee + postage
Every Child Matters – policies and procedures <u>School Policies including:</u> <ul style="list-style-type: none"> • Charging and Remissions • Health & Safety 	School website Hard copy via the school	Free 10p per sheet + £5 admin fee + postage

Freedom of Information

Guide to information available from Thirsk Community Primary School under the model publication scheme

<ul style="list-style-type: none"> • Complaints Procedure • Discipline & Grievance • Information request handling policy • Equality and Diversity (including equal opportunities) policies 		
<u>Pupil and Curriculum policies, including:</u> <ul style="list-style-type: none"> • Home – School Agreement • Curriculum • Collective Worship • Behaviour • Anti Bullying • Sex Education • Drug Education • Special Educational Need • Accessibility 	School website Hard copy via the school	Free 10p per sheet + £5 admin fee + postage
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	<u>Minutes of Governing Body and sub committee meetings:</u> inspection only. Please contact the school office to make an appointment	None
Admissions policy/decisions (not individual admission decisions)	School Brochure	5p per copy + £5 admin + postage
Agendas of meetings of the governing body and (if held) its sub-committees	When published, but excluding any items marked confidential. Hard copy available from the school office	10p per sheet + £5 admin + postage

Freedom of Information

Guide to information available from Thirsk Community Primary School under the model publication scheme

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	When published, but excluding any items marked confidential. Hard copy available from the school office	10p per sheet + £5 admin + postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Some policies available on the school's website: www.thirsk-pri.n-yorks.sch.uk	Free
Every Child Matters – policies and procedures <u>School Policies including:</u> <ul style="list-style-type: none"> • Charging and Remissions • Health & Safety • Complaints Procedure • Discipline & Grievance • Information request handling policy • Equality and Diversity (including equal opportunities) policies 	School website Hard copy via the school	Free 10p per sheet + £5 admin fee + postage
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) 	Hard copy available from school office	10p per sheet + £5 admin + postage
Charging regimes and policies.	Hard copy available from school office	10p per sheet

Freedom of Information

Guide to information available from Thirsk Community Primary School under the model publication scheme

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.		
Class 6 – Lists and Registers Currently maintained lists and registers only	Inspection only. Contact the school office to make an appointment	None
Curriculum circulars and statutory instruments	Inspection only. Contact the school office to make an appointment	None
Disclosure logs	Inspection only. Contact the school office to make an appointment	None
Asset register	Inspection only. Contact the school office to make an appointment	None
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection only. Contact the school office to make an appointment	None

Freedom of Information

Guide to information available from Thirsk Community Primary School under the model publication scheme

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	School website Hard copy via the school	Free 10p per sheet + £5 admin fee + postage
Extra-curricular activities	School website School newsletter	Free 10p per copy
Out of school clubs	School website School newsletter	Free 10p per copy
School publications	Website Hard copy available from school office	Free 10p per copy
Services for which the school is entitled to recover a fee, together with those fees	Hard copy available from school office	10p per copy
Leaflets books and newsletters	Website Hard copy available from school office	Free 10p per copy
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Freedom of Information

Guide to information available from Thirsk Community Primary School under the model publication scheme

Contact details:

Thirsk Community Primary School
Hambleton Place
Thirsk
North Yorkshire
YO7 1SL
01845 524349
www.thirsk-pri.n-yorks.sch.uk
Local Authority: NYCC
Head Teacher: Mr Richard Wild

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 @ 10p per sheet (black & white)	Actual cost 10p per sheet + admin time*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Administration Fee - £5	Subject Access Request under the Data Protection Act 1998
Other		

* the actual cost incurred by the public authority