

Freedom of Information

Guide to information available from the Upper Nidderdale Primary Federation 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	Cost
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	Website	0

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Who's who on the governing body / board of governors and the basis of their appointment	Website	0
Instrument of Government / Articles of Association	From school office	Cost of copy, time plus postage if applicable
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	0
School prospectus (if any)	Website	0
Staffing structure	Website	0

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School session times and term dates	Website	0
Address of school and contact details, including email address.	Website	0
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)	
Annual budget plan and financial statements	From school office	Cost of copy, time plus

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		postage if applicable
Capital funding	From school office	Cost of copy, time plus postage if applicable
Financial audit reports	From school office	Cost of copy, time plus postage if applicable
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).	From the school office	Cost of copy, time plus postage if applicable

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Pay policy	From the school office	Cost of copy, time plus postage if applicable
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.	From the school office	Cost of copy, time plus postage if applicable
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.	From the school office	Cost of copy, time plus postage if applicable
Governors' allowances that can be incurred or claimed, and a record	From the school office	Cost of copy, time

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of total payments made to individual governors.		plus postage if applicable
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	

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Current information as a minimum		
<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 	National websites	0

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<ul style="list-style-type: none"> • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	From the school office	Cost of copy, time plus postage if applicable
Safeguarding and child protection	Policies on website	0
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum (Decision making processes and records of decisions)</p>	(hard copy or website)	

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Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	0
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).	From school office and website	Cost of copy, time plus postage if applicable
Our policies and procedures (Current written protocols, policies and procedures for delivering our	(hard copy or website)	

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<p>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. 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.</p>		
<p>Records management and personal data policies, including:</p>	<p>From school office</p>	<p>Cost of copy, time</p>

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<ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 		plus postage if applicable
<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>	Website	0

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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	From school office	Cost of copy, time plus postage if applicable
Disclosure logs	From school office	Cost of copy, time plus postage if applicable
Asset register	From school office	Cost of copy, time

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		plus postage if applicable
Any information the school is currently legally required to hold in publicly available registers	From school office	Cost of copy, time plus postage if applicable
<p>The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	0

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Out of school clubs	Website	0
Services for which the school is entitled to recover a fee, together with those fees	Website	0
School publications, leaflets, books and newsletters	Website or office	0

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Template guide to information for schools
Version 3
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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Cost as per scheme of charges available from office
	Photocopying/printing @ ..p per sheet (colour)	Cost as per scheme of charges available from office
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant

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		legislation (quote the actual statute)
Other	Time of cost of staff to produce documentation	Actual cost

* the actual cost incurred by the public authority