

Freedom of Information

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

Who we are and what we do

(Organisational information, structures, locations and contacts) This will be current information only

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	On the School's website www.kingsmoorprimaryschool.co.uk	Information freely available on the website
Instrument of Government/Articles of Association	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	Price on Application (POA)
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	On the School's website	Information freely available on the website
School prospectus	On the School's website – Parents Information Booklet	Information freely available on the website
Staffing structure	On the School's website – Parents Information Booklet	Information freely available on the website
School session times and term dates	On the School's website – Parents Information Booklet	Information freely available on the website
Address of school and contact details, including email address.	On the School's website	Information freely available on the website

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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

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
Capital funding	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
Financial audit reports	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
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).	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
Pay policy	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
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.	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA

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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.	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA

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What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none">• Performance data supplied by the government, or a direct link to the data• The latest Ofsted<ul style="list-style-type: none">- Summary- Full report• Post-inspection action plan	On the school website On the official Government websites https://reports.beta.ofsted.gov.uk/provider/21/123738 https://www.gov.uk/school-performance-tables	Information freely available on the websites
Performance management policy and procedures adopted by the governing body.	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
Safeguarding and child protection policies	On the School's website	Information freely available on the website

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How we make decisions

Current and previous three years as a minimum

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	On the School's website	Information freely available on the 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).	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA

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Our policies and procedures

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. These will include policies and procedures for handling information requests.

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	On the School's website	Information freely available on the 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)	On the School's website and Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
Equality and diversity policies		POA
Policies and procedures for the recruitment of staff	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
Charging regimes and policies.	On the School's website	Information freely available on the website

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Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	On the School's website	Information freely available on the website
Disclosure logs	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
Asset register	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA
Any information the school is currently legally required to hold in publicly available registers	Enquire via the school email address sch.210@educ.somerset.gov.uk or contact the school office.	POA

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The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	On the School's website www.kingsmoorprimaryschool.co.uk	Information freely available on the website
Out of school clubs	On the School's website www.kingsmoorprimaryschool.co.uk	Information freely available on the website
Services for which the school is entitled to recover a fee, together with those fees	On the School's website www.kingsmoorprimaryschool.co.uk	Information freely available on the website
School publications, leaflets, books and newsletters	On the School's website www.kingsmoorprimaryschool.co.uk	Information freely available on the website

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.027p per sheet (black & white)	Actual cost
	Photocopying/printing @ 0.23p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Administration cost	Actual cost for time taken to collate information based on hourly rate of admin staff.