

This is Edward Feild Primary School’s Guide to information available under the Freedom of Information Act 2000 Model Publication Scheme for Organisations.

The Governing Body is responsible for maintenance of this guide.

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1. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as ‘classes.’

| 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) Current information only | 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 | Request to office | |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Website | |
| School prospectus (if any)/parent information | Website | |
| Annual Report (if any) | n/a | |
| Staffing structure | Request to office | |
| 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 (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum | | |
| Annual budget plan and financial statements | Request to office | |
| Capital funding | Request to office | |
| Financial audit reports | Request to office | |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Request to office | |
| Procurement and contracts the school has entered into, or information relating to / a link to | Request to office | |

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| information held by an organisation which has done so on its behalf (for example, a local authority or diocese). | | |
| Pay policy | Request to office | |
| 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. | Request to office | |
| 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. | Request to office | |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | Request to office | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum | | |
| School profile (if any) And in all cases: <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 Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan | n/a Website Website link to Ofsted Request to office | |
| Performance management policy and procedures adopted by the governing body | Request to office | |
| Performance data or a direct link to it | Website link to Compare School Performance | |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | Request to office | |
| Safeguarding and child protection | Website | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | (hard copy or website) | |
| Admissions policy/decisions (not individual admission decisions) – where applicable | Website | |
| Agendas and minutes of meetings of the | Request to office | |

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| governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings). | | |
| <p>Class 5 – Our policies and procedures (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 English government. These will include policies and procedures for handling information requests.</p> | | |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) | Website privacy notices, or Request to office | |
| <p>Charging regimes and policies. 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. 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 | |
| <p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p> | (hard copy or website; some information may only be available by inspection) | |
| Curriculum circulars and statutory instruments | Website | |
| Disclosure logs | Request to office | |
| Asset register | Request to office | |
| Any information the school is currently legally required to hold in publicly available registers | Request to office | |
| <p>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</p> | (hard copy or website; some information may only be available by inspection) | |
| Extra-curricular activities | Request to office | |
| Out of school clubs | Request to office | |
| Services for which the school is entitled to recover a fee, together with those fees | Request to office | |

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| School publications, leaflets, books and newsletters | Website / Request to office | |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | | |
| None | | |

2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below:

Email: office@efs.oxon.sch.uk

Tel: **01865 372268**

Contact Address: **Edward Feild Primary School, Bicester Rd, Kidlington, OX5 2LG**

Some documents are available on the school website: www.efs.oxon.sch.uk

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

3. 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 @ 1p per sheet (black & white) | Actual cost incurred |
| | Photocopying/printing @ 5p per sheet (colour) | Actual cost incurred |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | For re-use datasets – not currently applicable | In accordance with the relevant legislation (quote the actual statute) |