

Freedom of Information

Guide to information available from Staveley 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	(hard copy and/or website)	
Who's who in the school	www.staveley.cumbria.sch.uk	
Who's who on the governing body and the basis of their appointment	www.staveley.cumbria.sch.uk	
Instrument of Government	School Office	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	www.staveley.cumbria.sch.uk	
School prospectus	www.staveley.cumbria.sch.uk	
Annual Report		
Staffing structure	www.staveley.cumbria.sch.uk	
School session times and term dates	www.staveley.cumbria.sch.uk	

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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	(hard copy and/or website)	
Annual budget plan and financial statements	School Office	
Capitalised funding	School Office	
Additional funding	School Office	
Procurement and projects	School office	
Pay policy	vle.staveley.cumbria.sch.uk	
Staffing and grading structure	School Office	
Governors' allowances	School Office	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>http://www.education.gov.uk/schools/search www.ofsted.gov.uk www.staveley.cumbria.sch.uk</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Vle.staveley.cumbria.sch.uk</p>	
<p>Schools future plans</p>	<p>vle.staveley.cumbria.sch.uk</p>	

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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)	School Office	
Agendas of meetings of the governing body and (if held) its sub-committees	School Office	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	School Office	

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none">• Charging and remissions policy• Health and Safety• Complaints procedure• Staff conduct policy• Discipline and grievance policies• Staffing structure implementation plan• Information request handling policy• Equality and diversity (including equal opportunities) policies• Staff recruitment policies	vle.staveley.cumbria.sch.uk	
Pupil and curriculum policies, including: <ul style="list-style-type: none">• Home-school agreement• Curriculum• Sex education• Special educational needs• Accessibility• Race equality• Collective worship• Careers education	vle.staveley.cumbria.sch.uk	

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<ul style="list-style-type: none">• Pupil discipline		
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)	School Office	
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.	vle.staveley.cumbria.sch.uk	

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	School Office	
Disclosure logs	School Office	
Asset register	School Office	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School Office	

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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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	www.staveley.cumbria.sch.uk	
Out of school clubs	www.staveley.cumbria.sch.uk	
School publications	www.staveley.cumbria.sch.uk	
Services for which the school is entitled to recover a fee, together with those fees	vle.staveley.cumbria.sch.uk	
Leaflets books and newsletters	www.staveley.cumbria.sch.uk	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

Staveley CE Primary School
Brow Lane
Staveley
Cumbria
LA89PH

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 @ 0.08p per sheet (black & white)	Actual cost *
	Postage Dependent upon weight	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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* the actual cost incurred by the public authority