

Freedom of Information

Guide to information available from Tenterfields Primary Academy 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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who’s who in the school	School website (www.tenterfieldsprimary.co.uk) or hardcopy from the school office	10 p per sheet
Who’s who on the governing body / board of governors and the basis	School website	10p

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of their appointment	(www.tenterfieldsprimary.co.uk) or hardcopy from the school office	per sheet
Instrument of Government / Articles of Association	Hardcopy from the school office	10 p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website (www.tenterfieldsprimary.co.uk)	No charge
School prospectus (if any)	School website (www.tenterfieldsprimary.co.uk) or hardcopy from school office	10p per sheet total £2.40
Annual Report (if any)	Hardcopy from the school office	10 p per sheet

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Staffing structure	School website (www.tenterfieldsprimary.co.uk) or hardcopy from school office	10 p per
School session times and term dates	School website (www.tenterfieldsprimary.co.uk) or school office	10p Per
Address of school and contact details, including email address.	School website (www.tenterfieldsprimary.co.uk) or school office	No charge
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	Hardcopy from school office	10 p per sheet

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Annual budget plan and financial statements	Hardcopy from school office	10 p per sheet
Capital funding	Hardcopy from school office	10 p per sheet
Financial audit reports	Hardcopy from school office	10 p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hardcopy from school office	10 p per sheet
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).	Hardcopy from school office	10 p per sheet
Pay policy	Hardcopy from school office	10 p per sheet

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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.	Hardcopy from school office	10 p per sheet
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.	Hardcopy from school office	10 p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy from school office	10 p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and		

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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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	School profile no longer available www.dfe.gov.uk School website (www.tenterfieldsprimary.co.uk) or www.ofsted.gov.uk	N/A 10 p per sheet

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	SIP plan – hardcopy available from school office	
Performance management policy and procedures adopted by the governing body.	Hard copy from school office	10 p per sheet
Performance data or a direct link to it	Hard copy from school office	10 p per sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Information not held	
Safeguarding and child protection	School website (www.tenterfieldsprimary.co.uk)	
Class 4 – How we make decisions		

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(Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	School website (www.tenterprimary.co.uk)	10 p per sheet
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).	Hard copy available from the school office	10 p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	School website (www.tenterprimary.co.uk)	

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<p>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> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 		
<p>Charging regimes and policies. This should include details of any statutory charging regimes.</p>	<p>School website (www.tenterprimary.co)</p>	<p>10 per sheet</p>

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<p>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>	.uk)	hardcopy
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
Curriculum circulars and statutory instruments	No information held	
Disclosure logs	School office hardcopy available	10 p per

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Asset register	School office hardcopy available	10 p per sheet
Any information the school is currently legally required to hold in publicly available registers	School office hardcopy available	10 p per sheet
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		
Extra-curricular activities	School website (www.tenterfieldsprimary.co.uk) or school office or hardcopy	10 p per sheet

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Out of school clubs	School website (www.tenterfieldsprimary.co.uk) or from school office for a hard copy	10 p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Music fees, school trips, letters available from school office	Free
School publications, leaflets, books and newsletters	School website (www.tenterfieldsprimary.co.uk)	10 p per sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 @	Actual cost * (photocopier paper,

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	10p per sheet (black & white)	printing costs)
	Photocopying/printing @ 15p per sheet (colour)	Actual cost (photocopier paper, printing costs)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority