

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

| <b>Information to be published.</b><br><b>This includes datasets where applicable – please see</b><br><b>"How to complete the Guide to Information".</b>    | <b>How the</b><br><b>information can</b><br><b>be obtained</b> | <b>Cost</b> |
|---|--|-------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | (hard copy and/or website)                                     |             |

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

|  |   |      |
|--|---|------|
| Who's who in the school  | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> | none |
| Who's who on the governing body / board of governors and the basis of their appointment                          | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> | none |
| Instrument of Government / Articles of Association   | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> | none |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> | none |
| School prospectus (if any)   | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> | none |
| Annual Report (if any)   | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> | none |
| Staffing structure   | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> | none |
| School session times and term dates  | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> | none |

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

|   |   |      |
|---|---|------|
| Address of school and contact details, including email address.   | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> | none |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | (hard copy and/or website)  |      |
| Annual budget plan and financial statements   | By appointment.<br>Please contact the Bursar via the website.                               |      |
| Capital funding   | By appointment.<br>Please contact the Bursar via the website.                               |      |
| Financial audit reports   | By appointment.<br>Please contact the   |      |

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

|  |   |  |
|--|---|--|
|  | Bursar via the website.                                       |  |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.  | By appointment.<br>Please contact the Bursar via the website. |  |
| 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).                                 | By appointment.<br>Please contact the Bursar via the website. |  |
| Pay policy   | By appointment.<br>Please contact the Bursar via the website. |  |
| 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. | By appointment.<br>Please contact the Bursar via the website. |  |

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

|   |   |  |
|---|---|--|
| 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. | By appointment.<br>Please contact the Bursar via the website. |  |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.   | By appointment.<br>Please contact the Bursar via the website. |  |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br><br>Current information as a minimum                                    | (hard copy or website)  |  |
| School profile (if any)   | Website   |  |

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

|   |  |  |
|---|--|--|
| <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul> | <a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> |  |
| Performance management policy and procedures adopted by the governing body.   | By appointment.<br>Please contact the Bursar via the website.                    |  |
| Performance data or a direct link to it   | Website  |  |

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

|   |   |  |
|---|---|--|
|   | <a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a>            |  |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status                  | By appointment.<br>Please contact the Bursar via the website.                               |  |
| Safeguarding and child protection   | By appointment.<br>Please contact the Bursar via the website.                               |  |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous three years as a minimum | (hard copy or website)  |  |
| Admissions policy/decisions (not individual admission decisions) – where applicable   | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> |  |
| Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly                        | By appointment.<br>Please contact the   |  |

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

|   |                         |  |
|---|-------------------------|--|
| regarded as private to the meetings).   | Bursar via the website. |  |
| <p><b>Class 5 – Our policies and procedures</b><br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.<br/>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> | (hard copy or website)  |  |



## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

|  |   |  |
|--|---|--|
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>  | <p>Website<br/><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a></p> |  |
| <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> | <p>Website<br/><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a></p> |  |
| <p><b>Class 6 – Lists and Registers</b></p>  | <p>(hard copy or website; some information may</p>  |  |

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

|  |   |  |
|--|---|--|
| Currently maintained lists and registers only (this does not include the attendance register).   | only be available by inspection)                              |  |
| Curriculum circulars and statutory instruments   | By appointment.<br>Please contact the Bursar via the website. |  |
| Disclosure logs  | By appointment.<br>Please contact the Bursar via the website. |  |
| Asset register   | By appointment.<br>Please contact the Bursar via the website. |  |
| Any information the school is currently legally required to hold in publicly available registers | By appointment.<br>Please contact the Bursar via the website. |  |
| <b>Class 7 – The services we offer</b>   | (hard copy or website;<br>some information may                |  |

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

|  |   |  |
|--|---|--|
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | only be available by inspection)  |  |
| Extra-curricular activities  | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> |  |
| Out of school clubs  | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> |  |
| Services for which the school is entitled to recover a fee, together with those fees   | By appointment.<br>Please contact the Bursar via the website.                               |  |
| School publications, leaflets, books and newsletters   | Website<br><a href="http://www.alfriston.e-sussex.sch.uk">www.alfriston.e-sussex.sch.uk</a> |  |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above                 |   |  |

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

#### **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   |
|--------------------------|---|---|
| <b>Disbursement cost</b> | Photocopying/printing @4p per side (black & white, size A4) | The cost relates to the actual cost of printing, the paper and the running cost of the photocopier. |
|                          | Photocopying/printing @10p per side (colour, size A4)       | The cost relates to the actual cost of printing, the paper and the running cost of the photocopier. |
|                          | Postage £1  | Actual cost of Royal Mail standard  |

## Freedom of Information

### Guide to information available from Alfriston School under the model publication scheme

|                      |     |  |
|----------------------|-----|--|
|                      |     | 2 <sup>nd</sup> class plus admin.                                      |
| <b>Statutory Fee</b> | n/a | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>         |     |  |