

## Freedom of Information – Published Guide to Information Peel Hall Primary School

Information	How the information can be obtained	Cost
<b>Class one: Who we are and what we do (Organisational information, structures, locations and contacts) (Current Information only)</b>		
Who's who in the school	<b>Website:</b> <a href="http://www.peelhall.co.uk/staff/">www.peelhall.co.uk/staff/</a>  <b>Hard Copy:</b> available on request - contact School Office.	Free  5p per page
Who's who on the governing body / board of governors and the basis of their appointment	<b>Website:</b> <a href="https://www.peelhall.co.uk/governors/">https://www.peelhall.co.uk/governors/</a>  <b>Hard Copy:</b> available on request - contact School Office.	Free  5p per page
Instrument of Government / Articles of Association	<b>Hard Copy:</b> available on request - contact School Office.	5p per page
Contact details for the Head Teacher and for the Governing Board, via the school (named contacts where possible).	<b>Website:</b> <a href="https://www.peelhall.co.uk/contact/">https://www.peelhall.co.uk/contact/</a>  <b>Hard Copy:</b> available on request - contact School Office.	Free  5p per page
School prospectus	<b>Hard Copy:</b> available on request - contact School Office.	Free
Staffing structure	<b>Website:</b> <a href="http://www.peelhall.co.uk/staff/">www.peelhall.co.uk/staff/</a>  <b>Hard Copy:</b> available on request - contact School Office.	Free  5p per page
School session times and term dates	<b>Website:</b> <a href="https://www.peelhall.co.uk/term-dates/">https://www.peelhall.co.uk/term-dates/</a>	Free

	<b>Hard Copy:</b> available on request - contact School Office.	5p per page
Address of school and contact details, including email address.	<b>Website:</b> <a href="https://www.peelhall.co.uk/contact/">https://www.peelhall.co.uk/contact/</a>	Free
	<b>Hard Copy:</b> available on request - contact School Office	5p per page

Information	How the information can be obtained	Cost
<b>Class two: 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)</b>		
Annual budget plan and financial statements	<b>Hard Copy:</b> available on request - contact School Office	5p per page
Capital funding	<b>Hard Copy:</b> available on request - contact School Office	5p per page
Financial audit reports	<b>Hard Copy:</b> available on request - contact School Office	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	<b>Hard Copy:</b> available on request - contact School Office	5p per page
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).	<b>Hard Copy:</b> available on request - contact School Office	5p per page
Pay policy	<b>Hard Copy:</b> available on request - contact School Office	5p per page
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.	<b>Hard Copy:</b> available on request - contact School Office	5p per page
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.	<b>Hard Copy:</b> available on request - contact School Office	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<b>Hard Copy:</b> available on request - contact School Office	5p per page

Information	How the information can be obtained	Cost
<b>Class three: What are priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) (current information as a minimum)</b>		
School profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or a direct link to the data</li> <li>• The latest Ofsted Report</li> <li>• Post-inspection action plan</li> </ul>	<b>Website:</b> <a href="http://www.peelhall.co.uk/school-information/ofsted-and-performance/">www.peelhall.co.uk/school-information/ofsted-and-performance/</a> <b>Website:</b> <a href="http://www.find-school-performance-data.service.gov.uk/school/105913/">www.find-school-performance-data.service.gov.uk/school/105913/</a> <b>Website:</b> <a href="http://www.reports.ofsted.gov.uk/provider/21/105913">www.reports.ofsted.gov.uk/provider/21/105913</a>  <b>Hard Copy:</b> available on request - contact School Office	Free  Free  Free  5p per page
Performance management policy and procedures adopted by the Governing Board	<b>Hard Copy:</b> available on request - contact School Office	5p per page
Performance data or a direct link to it	<b>Website:</b> <a href="http://www.peelhall.co.uk/school-information/ofsted-and-performance/">www.peelhall.co.uk/school-information/ofsted-and-performance/</a>  <b>Hard Copy:</b> available on request - contact School Office	Free  5p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<b>Hard Copy:</b> available on request - contact School Office	5p per page
Safeguarding and Child Protection	<b>Website:</b> <a href="http://www.peelhall.co.uk/school-information/policies/">www.peelhall.co.uk/school-information/policies/</a>  <b>Hard Copy:</b> available on request - contact School Office	Free  5p per page

Information	How the information can be obtained	Cost
<b>Class four: How we make decisions (Decision making processes and records of decisions) (current and previous three years, as a minimum)</b>		
Admissions policy / decisions (not individual admission decisions)	<b>Website:</b> <a href="http://www.peelhall.co.uk/school-information/admissions/">www.peelhall.co.uk/school-information/admissions/</a> <b>Hard Copy:</b> available on request - contact School Office	Free  5p per page
Agendas and minutes of meetings of the Governing Board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	<b>Hard Copy:</b> available on request - contact School Office	5p per page

Information	How the information can be obtained	Cost
<p><b>Class five: Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (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)</b></p>		
<p>School policies including but not limited to;</p> <ul style="list-style-type: none"> <li>• Anti-Bullying Policy</li> <li>• Behaviour Policy</li> <li>• Exclusion Guidance</li> <li>• Uniform Policy</li> <li>• Attendance and Punctuality Policy</li> <li>• Complaints Policy</li> <li>• Safeguarding and Child Protection Policy</li> <li>• Online Safety and Mobile Technology Policy</li> <li>• Special Educational Needs and Disability Inclusion Policy</li> <li>• Supporting Pupils with Medical Conditions</li> </ul>	<p><b>Website:</b>  <a href="http://www.peelhall.co.uk/school-information/policies/">www.peelhall.co.uk/school-information/policies/</a></p> <p><b>Hard Copy:</b> available on request - contact School Office</p>	<p>Free</p> <p>5p per page</p>
<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><b>Website:</b>  <a href="http://www.peelhall.co.uk/school-information/policies/">www.peelhall.co.uk/school-information/policies/</a></p> <p><b>Hard Copy:</b> available on request - contact School Office</p>	<p>Free</p> <p>5p per page</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><b>Website:</b>  <a href="http://www.peelhall.co.uk/school-information/policies/">www.peelhall.co.uk/school-information/policies/</a></p> <p><b>Hard Copy:</b> available on request - contact School Office</p>	<p>Free</p> <p>5p per page</p>

Information	How the information can be obtained	Cost
<b>Class six: Lists and registers (currently maintained lists and registers only; this does not include the attendance register)</b>		
Curriculum circulars and statutory instruments	<b>Hard Copy:</b> available on request - contact School Office	5p per page
Disclosure logs	<b>Inspection only</b> - contact School Office	5p per page
Asset register	<b>Inspection only</b> - contact School Office	5p per page
Any information the school is currently legally required to hold in publicly available registers	<b>Inspection only</b> - contact School Office	5p per page

Information	How the information can be obtained	Cost
<b>Class seven: The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b>		
Extra-curricular activities	<b>Website:</b> <a href="http://www.moorsideprimary.net/our-school/extra-curricular-activities/">www.moorsideprimary.net/our-school/extra-curricular-activities/</a>  <b>Hard Copy:</b> available on request - contact School Office	Free  5p per page
Out of school clubs	<b>Website:</b> <a href="http://www.moorsideprimary.net/our-school/extra-curricular-activities/">www.moorsideprimary.net/our-school/extra-curricular-activities/</a>  <b>Hard Copy:</b> available on request - contact School Office	Free  5p per page
Services for which the school is entitled to recover a fee, together with those fees	<b>Website:</b> <a href="http://www.moorsideprimary.net/our-school/moorside-plus/">www.moorsideprimary.net/our-school/moorside-plus/</a>  <b>Hard Copy:</b> available on request - contact School Office	Free  5p per page
School publications, leaflets, books and newsletters	<b>Website:</b> <a href="http://www.moorsideprimary.net/">www.moorsideprimary.net/</a>  <b>Hard Copy:</b> available on request - contact School Office	Free  5p per page



## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	CHARGE
<b>Disbursement cost</b>	Photocopying / printing (black & white)	Actual cost *	5p per sheet
	Photocopying / printing (colour)	Actual cost *	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	66 pence (minimum) proce will vary based on the size and weight of the letter / information sent.
<b>Statutory Fee</b>	In accordance with the relevant legislation (quote the actual statute)		Not applicable

\* the actual cost incurred by the public authority