

## Freedom of Information

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

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	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	

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Instrument of Government / Articles of Association	Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
School prospectus (if any)	Available on request	Postage if not for potential student
Annual Report (if any)	Part of annual accounts on website	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	

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<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Annual accounts for all years on website	
Annual budget plan and financial statements	To be made available via governor minutes?	
Capital funding	Past – in annual accounts	
Financial audit reports	External audit information included in annual accounts	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Not proposed to publish	

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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).	To be made available via governor minutes?	
Pay policy	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.	Information published as part of annual accounts	
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.	Information published as part of annual accounts	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Policy to be added to website. Any payments	

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	made appear in annual accounts as trustee payments.	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	Mission statement and improvement plan on website	
<p>School profile (if any)</p> <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</li> </ul>	<p>Link on website</p> <p>Link on website</p>	

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<p>report</p> <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> <ul style="list-style-type: none"> <li>• Post-inspection action plan</li> </ul>	To be published on website	
Performance management policy and procedures adopted by the governing body.	Website	
Performance data or a direct link to it	Link on website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	On website if applicable	
Safeguarding and child protection	Policy on website	

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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Link to Herts admissions info including previous years decisions</p>	
<p>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).</p>	<p>Website</p>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>		

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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>Website</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>Website</p>	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes.</p>	<p>Website</p>	



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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.		
<b>Class 6 – Lists and Registers</b> <del>Currently maintained lists and registers only (this does not include the attendance register).</del>	Not held	
<del>Curriculum circulars and statutory instruments</del>	Not held	
<del>Disclosure logs</del>	Not held	
Asset register	Hard copy available by inspection	
Any information the school is currently legally required to hold in publicly available registers	Hard copy available by inspection	

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<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	Website/Longdean link	
Out of school clubs	Website/Longdean link	
Services for which the school is entitled to recover a fee, together with those fees	Website information about catering costs	
School publications, leaflets, books and newsletters	Website	
<b>Additional Information</b>		

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This will provide schools with the opportunity to publish information that is not itemised in the lists above		

### **SCHEDULE OF CHARGES**

**This describes how the charges have been arrived at and should be published as part of the guide.**

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<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 2 p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		



Information Commissioner's Office

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\* the actual cost incurred by the public authority