



St Peter's C of E Primary School

Freedom of Information Guide

Information	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts.		
Instrument of Government / Articles of Association	Hard copy: available on request – contact school	5p per page (hard copy)
School prospectus and curriculum	Website: School Curriculum webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Governing body	Website: Governors webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Information about and duties of the governors	Website: Governors webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Gender pay gap reporting	N/A	
School session times and term dates	Website Term Dates School Day Hard copy: available on request – contact school	Free 5p per page (hard copy)
Location and contact information	Website Contact details Hard copy: available on request – contact school	Free 5p per page (hard copy)



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Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.		
Annual budget plan and financial statements	Hard copy: available on request – contact school	5p per page (hard copy)
Expenditures	Hard copy: available on request – contact school	5p per page (hard copy)
Capital funding	Hard copy: available on request – contact school	5p per page (hard copy)
Financial audit reports	Hard copy: available on request – contact school	5p per page (hard copy)
Procurement and contracts	Hard copy: available on request – contact school	5p per page (hard copy)
Staff allowances and expenses	Hard copy: available on request – contact school	5p per page (hard copy)
Staff pay and grading structures	Hard copy: available on request – contact school	5p per page (hard copy)
Governors' allowances	Hard copy: available on request – contact school	5p per page (hard copy)
Premiums or other forms of financial support available	Hard copy: available on request – contact school	5p per page (hard copy)
TU facility time reporting	N/A	



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Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews.		
Performance data supplied to the government	Website: Compare Schools performance data Hard copy: available on request – contact school	Free 5p per page (hard copy)
Latest Ofsted report	Website: Ofsted report Hard copy: available on request – contact school	Free 5p per page (hard copy)
Performance management information	Hard copy: available on request – contact school	5p per page (hard copy)
Future plans	Hard copy: available on request – contact school	5p per page (hard copy)
Exam and assessment results	Website: School data Hard copy: available on request – contact school	Free 5p per page (hard copy)
Performance tables	Website: Performance data Hard copy: available on request – contact school	Free 5p per page (hard copy)
Data protection impact assessments (in full or summary format) or any other impact assessments (eg health and safety impact assessments, equality impact assessments), as appropriate and relevant.	Hard copy: available on request – contact school	5p per page (hard copy)



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Class 4 – How we make decisions

Decision-making processes and records of decisions.

Admissions policy and decisions	Website: School admissions webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Minutes of meetings of the governing body and its committees	Hard copy: available on request – contact school	5p per page (hard copy)

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

School policies and other documents.	Website: School policies webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Records management, personal data and access to information policies	Website: School data protection webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Equality and diversity	Website: School policies webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Safeguarding and child protection	Website: School safeguarding webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Pay policy	Hard copy: available on request – contact school	5p per page (hard copy)
Health and safety	Website: School policies webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Policies and procedures for human resources and the recruitment of staff	Hard copy: available on request – contact school	5p per page (hard copy)
Careers programme information	N/A	
Complaints procedures, including for dealing with parental complaints	Website: School policies webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Charging regimes and policies.	Website: School policies webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)



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Class 6 – Lists and Registers (Currently maintained lists and registers only) (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard copy: inspection only – please contact the school	Free
CCTV	N/A	
Disclosure logs	Hard copy: inspection only – please contact the school	Free
Asset register	Hard copy: inspection only – please contact the school	Free
Any information the school is currently legally required to hold in publicly available registers	Hard copy: inspection only – please contact the school	Free

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	Website: School clubs webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Out of school clubs	Website: School wraparound care webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
School publications	Website: School website Hard copy: available on request – contact school	Free 5p per page (hard copy)
Services for which the school is entitled to recover a fee, together with those fees	Website: School policies webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)
Leaflets, books and newsletters	Website: School website School newsletters webpage School online safety newsletter webpage Hard copy: available on request – contact school	Free 5p per page (hard copy)

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