



OUGHTERSIDE SCHOOL

**FREEDOM OF INFORMATION
PUBLICATION SCHEME**

2021

Approved by ¹	
Name:	Tim Herbert
Position:	Chair of Governors
Signed:	T Herbert
Date:	March 2021
Review date ² :	March 2023

¹ The Governing Body are free to determine how to implement.

² The Governing Body are free to determine review frequency.

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

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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”.

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 We are a small rural primary school, situated in the village of Oughterside, 2 miles west of Aspatria. We currently have 73 pupils on role and 13 members of staff. Head teacher – Mrs Sarah Jardine – 016973 20579 Oughterside Foundation School, Oughterside, Wigton, Cumbria, CA7 2PY Email – admin@oughterside.cumbria.sch.uk Tel. 01697320579	Website/ information leaflet. Please email school admin@oughterside.cumbria.sch.uk or telephone: 016973 20579	FREE
Who’s who in the school	Website/ information leaflet.	FREE
Who’s who on the governing body/board of governors and the basis of their appointment	Website instrument of governance (hardcopy available)	FREE 10p per sheet
Instrument of Government/Articles of Association	Hard copy	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website/ electronic version available	FREE

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School prospectus (if any)	N/A	
Annual Report (if any)	Electronic version requested	FREE
Staffing structure	Electronic copy available on request	FREE
School session times and term dates	Information leaflet electronic copy	FREE
Address of school and contact details, including email address	School website	FREE
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	Hard copy Electronic copy	10p per sheet FREE
Annual budget plan and financial statements	Hard copy Electronic copy	10p per sheet FREE
Capital funding	Hard copy Electronic copy	10p per sheet FREE
Financial audit reports	Hard copy Electronic copy	10p per sheet FREE
Details of expenditure items over £2000 – published at least annually but at a more	Hard copy	10p per sheet

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frequent quarterly or six-monthly interval where practical	Electronic copy	FREE
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)	Hard copy	10p pep sheet
Pay policy	Hard copy	10p per sheet
	Electronic copy	FREE
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	Electronic Copy	FREE
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.	Electronic Copy	FREE
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	10p per sheet
	Electronic copy	FREE

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and 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 Government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Ofsted report http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/112138	FREE
Performance management policy and procedures adopted by the governing body.	Electronic Copy	FREE
Performance data	Electronic Copy	FREE
The school's future plans; for example, proposals for any consultation on the future of the school, such as a change in status	Electronic Copy	FREE
Safeguarding and child protection	Website Hard copy	FREE 10p per sheet

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Electronic Copy	FREE
	Website	FREE
	Hard copy	10p 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).	Electronic Copy	FREE
	Hard copy	10p per sheet

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Class 5 – 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.	(hard copy or website)	
Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention destruction and archive policies• Data protection (including information sharing policies)	Electronic Copy	FREE
Charging regimes and policies. 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. 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”).	Electronic Copy	FREE

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Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Electronic Copy	FREE
Disclosure logs	Electronic Copy	FREE
Asset register	Electronic Copy	FREE
Any information the school is currently legally required to hold in publicly available registers	Electronic Copy	FREE

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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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	FREE
Out of school clubs	Letters	FREE
Services for which the school is entitled to recover a fee, together with those fees	Electronic Copy	FREE
School publications, leaflets, books and newsletters	Website Letters Electronic Copy	FREE FREE FREE
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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage 66p normal letter	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