

Cheddon Fitzpaine Church School

Freedom of Information Policy

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	How the information can be obtained	Cost
Who's who in the school	Hard copy Contact school office	5p/sheet
Who's who on the governing body and the basis of their appointment	Hard copy Contact school office	5p/sheet
Instrument of Government	Hard copy Contact school office	5p/sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy Contact school office	5p/sheet
School prospectus	Hard copy Contact school office	5p/sheet
Annual Report	Hard copy Contact school office	5p/sheet
Staffing structure	Hard copy Contact school office	5p/sheet
School session times and term dates	Hard copy Contact school office	5p/sheet

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	How the information can be obtained	Cost
Annual budget plan and financial statements	Inspection only Contact school office	Free
Capitalised funding	Inspection only Contact school office	Free
Additional funding	Inspection only Contact school office	Free
Procurement and projects	Inspection only Contact school office	Free

Pay policy	Hard copy Contact school office	5p/sheet
Staffing and grading structure	Inspection only Contact school office	Free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Current information as a minimum		
School profile	Website www.schoolsfinder.direct.gov.uk	Free
The latest Ofsted report	Website www.ofsted.gov.uk Hard copy Contact school office	Free 5p/sheet
The latest SIAS report	Website www.churchofengland.org Hard copy Contact school office	Free 5p/sheet
Performance management policy and procedures adopted by the governing body.	Hard copy Contact school office	5p/sheet
Schools future plans	Hard copy Contact school office	5p/sheet
Every Child Matters procedures	Hard copy Contact school office	10p/sheet

Class 4 – How we make decisions (Decision making processes and records of decisions)	How the information can be obtained	Cost
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard copy Contact school office	5p/sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy Contact Clerk to Governors	5p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy Contact Clerk to Governors	5p/sheet

Class 5 – Our policies and procedures	How the information can be obtained	Cost

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Statutory policies	Hard copy Contact school office	5p/sheet
Non-Statutory policies	Hard copy Contact school office	5p/sheet
Charging and remissions policies.	Hard copy Contact school office	5p/sheet

Class 6 – Lists and Registers	How the information can be obtained	Cost
Currently maintained lists and registers only		
Statutory instruments	Inspection only Contact school office	Free
Disclosure logs	Inspection only Contact school office	Free
Asset register	Inspection only Contact school office	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection only Contact school office	Free

Class 7 – The services we offer	How the information can be obtained	Cost
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	Hard copy Contact school office	5p/sheet
Out of school clubs	Hard copy Contact school office	5p/sheet
School letters	Hard copy Contact school office	5p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy Contact school office	5p/sheet
Leaflets books and newsletters	Hard copy Contact school office	5p/sheet

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

Contact details:

Cheddon Fitzpaine Church School
 Rowford, Cheddon Fitzpaine, Taunton, TA2 8JY

Tel: (01823) 451335

SCHEDULE OF CHARGES

DESCRIPTION	BASIS OF CHARGE
Photocopying/printing @ 5p per A4 sheet (black & white)	Actual cost to the school
Photocopying/printing @ 10p per A4 sheet (colour)	Actual cost to the school
Photocopying/printing @ 10p per A3 sheet (black & white)	Actual cost to the school
Photocopying/printing @ 20p per A3 sheet (colour)	Actual cost to the school
Postage @ 30p per small letter Postage @ 47p per larger letter	Actual cost of Royal Mail standard 2 nd class