

## Freedom of Information

### Guide to information available from Egerton Church of England Primary School under the model publication scheme, February 2026 – February 2027

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Website	
Who’s who in the school	Website	
Who’s who on the governing body and the basis of their appointment	Website	

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	
<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)  Current and previous financial year as a minimum		

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Annual budget plan and financial statements	Hard Copy	20p per A4 sheet
Capital funding	Hard Copy	20p per A4 sheet
Financial audit reports	Hard Copy	20p per A4 sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	20p per A4 sheet
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	20p per A4 sheet
Pay policy	Hard Copy	20p per A4 sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership	Hard Copy	20p per A4 sheet

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Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.		
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.	Hard Copy	20p per A4 sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	20p per A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		

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Current information as a minimum		
School profile (if any)		
<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 report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Website</p> <p>Website</p> <p>Hard Copy</p>	<p>20p per A4 sheet</p>
Performance management policy and procedures adopted by the	Hard Copy	20p per

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governing body.		A4 sheet
Performance data or a direct link to it	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	Hard Copy	20p per A4 sheet
Safeguarding and child protection	Website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	

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<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>Hard copy</p>	<p>20p per A4 sheet</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.          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.</p>	<p>Website/Hard Copy</p>	<p>20p per A4 sheet</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>Information security policies</li> </ul>	<p>Website</p>	

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<ul style="list-style-type: none"> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>		
<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>	Website	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
Curriculum circulars and statutory instruments	Hard Copy	20p per A4 sheet

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Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	20p per A4 sheet
<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	
Out of school clubs	Website	

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Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets, books and newsletters	Website	
<b>Additional Information</b> 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.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 20p per sheet (black & white)	Paper, printing, electricity and time.
	Photocopying/printing @ 50p per sheet (colour)	Paper, printing, electricity and time.

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	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority