

# Freedom of Information

## Guide to information available from Ainderby Steeple Church of England Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Mrs F Sharp, Headteacher, Ainderby Steeple Church of England Primary School Station Lane Morton on Swale Northallerton North Yorkshire DL7 9QR 01609 773519 Email: office@ainderbysteepleschool.org Website: www.ainderbysteepleschool.org	Free
Who's who in the school	As above	Free
Who's who on the governing body and the basis of their appointment	As above	Free
Instrument of Government	As above	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	As above	Free
School prospectus (if any)	N/A	Free
Annual Report (if any)	N/A	Free
Staffing structure	As above	Free
School session times and term dates	As above	Free

## Freedom of Information

### Guide to information available from Ainderby Steeple Church of England Primary School under the model publication scheme

<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	Mrs C Best, Finance Officer, Ainderby Steeple Church of England Primary School Station Lane Morton on Swale Northallerton North Yorkshire DL7 9QR 01609 773519 Email: <a href="mailto:office@ainderbysteepleschool.org">office@ainderbysteepleschool.org</a>	Free
Annual budget plan and financial statements	As above	Free
Capital funding	As above	Free
Additional funding	As above	Free
Procurement and projects	As above	Free
Pay policy	As above	Free
Staffing and grading structure	As above	Free
Governors' allowances	As above	Free

## Freedom of Information

### Guide to information available from Ainderby Steeple Church of England Primary School under the model publication scheme

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	Mrs F Sharp, Headteacher, Ainderby Steeple Church of England Primary School Station Lane Morton on Swale Northallerton North Yorkshire DL7 9QR 01609 773519 office@ainderbysteepleschool.org	Free
School profile <ul style="list-style-type: none"><li>• Government supplied performance data</li><li>• The latest Ofsted report<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li></ul>	As above	Free
Performance management policy and procedures adopted by the governing body.	As above	Free
Schools future plans	As above	Free
Every Child Matters – policies and procedures	As above	Free

# Freedom of Information

## Guide to information available from Ainderby Steeple Church of England Primary School under the model publication scheme

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Mrs F Sharp, Headteacher, Ainderby Steeple Church of England Primary School Station Lane Morton on Swale Northallerton North Yorkshire DL7 9QR 01609 773519 office@ainderbysteepleschool.org	Free
Admissions policy/decisions (not individual admission decisions)	As above	Free
Agendas of meetings of the governing body and (if held) its sub-committees	As above	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	As above	Free

## Freedom of Information

### Guide to information available from Ainderby Steeple Church of England Primary School under the model publication scheme

<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>	<p>Mrs F Sharp,          Headteacher,          Ainderby Steeple Church of          England Primary School          Station Lane          Morton on Swale          Northallerton          North Yorkshire          DL7 9QR          01609 773519  <a href="mailto:office@ainderbysteepleschool.org">office@ainderbysteepleschool.org</a></p>	<p>Free</p>
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and lettings policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Resolving issues at work policy</li> <li>• Staffing structure</li> <li>• Information policy</li> <li>• Equality and diversity (including equal opportunities) scheme</li> <li>• Recruitment and selection policy</li> </ul>	<p>As above</p>	<p>Free</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex and relationship education</li> <li>• Special educational needs</li> <li>• Access Plan</li> </ul>	<p>As above</p>	<p>Free</p>

## Freedom of Information

### Guide to information available from Ainderby Steeple Church of England Primary School under the model publication scheme

<ul style="list-style-type: none"><li>• Collective worship</li><li>• Behaviour policy</li></ul>		
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Privacy Notice</li><li>• Records retention schedule</li></ul>	As above	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.	As above	Free

## Freedom of Information

### Guide to information available from Ainderby Steeple Church of England Primary School under the model publication scheme

<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	Mrs F Sharp, Headteacher, Ainderby Steeple Church of England Primary School Station Lane Morton on Swale Northallerton North Yorkshire DL7 9QR 01609 773519 office@ainderbysteepleschool.org	
Curriculum circulars and statutory instruments	As above	Free
Disclosure logs	As above	Free
Asset register	As above	Free
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	As above	Free

# Freedom of Information

## Guide to information available from Ainderby Steeple Church of England Primary School under the model publication scheme

<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>	<p>Mrs F Sharp,          Headteacher,          Ainderby Steeple Church of          England Primary School          Station Lane          Morton on Swale          Northallerton          North Yorkshire          DL7 9QR          01609 773519  <a href="mailto:office@ainderbysteepleschool.org">office@ainderbysteepleschool.org</a></p>	<p>Free</p>
<p>Extra-curricular activities</p>	<p>As above</p>	<p>Free</p>
<p>Out of school clubs</p>	<p>As above</p>	<p>Free</p>
<p>School publications</p>	<p>As above</p>	<p>Free</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>As above</p>	<p>Free</p>
<p>Leaflets books and newsletters</p>	<p>As above</p>	<p>Free</p>
<p><b>Additional Information</b>          This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		



# Freedom of Information

## Guide to information available from Ainderby Steeple Church of England Primary School under the model publication scheme

**Contact details:** Mrs F Sharp  
Headteacher  
Ainderby Steeple Church of England Primary School  
Station Lane  
Morton on Swale  
Northallerton  
North Yorkshire  
DL7 9QR

Email: [office@ainderbysteepleschool.org](mailto:office@ainderbysteepleschool.org)

Telephone: 01609 773519

### 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 @ 5p per sheet (black & white)	Actual cost 0.46p per sheet plus paper and time
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 4.3p per sheet plus paper and time
	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