

Freedom of Information

Guide to information available from Toddington St George C of E School under the model publication scheme "Lighting A Spark In Everyone - Let Your Light Shine" (Matthew 5:15)

Freedom of information: publication scheme

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

The ICO's Model Publication Scheme can be viewed [here](#)

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 (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Web	

Freedom of Information

Guide to information available from Toddington St George C of E School under the model publication scheme "Lighting A Spark In Everyone - Let Your Light Shine" (Matthew 5:15)

Who's who on the governing body / board of governors and the basis of their appointment	Web	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Web	
School prospectus (if any)	Website is prospectus	
Annual Report (if any)	Web	
School session times and term dates	Web	
Address of school and contact details, including email address.	Web	
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 and/or website)	

Freedom of Information

Guide to information available from Toddington St George C of E School under the model publication scheme "Lighting A Spark In Everyone - Let Your Light Shine" (Matthew 5:15)

Annual budget plan and financial statements	Hard Copy	5p per sheet
Capital funding	Hard Copy	5p per sheet
Financial audit reports	Web	
Procurement and contracts	Hard Copy	
Pay policy	Hard Copy	5p per sheet
Staffing, pay and grading structure.	Hard Copy	5p per sheet
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	(hard copy or website)	
School profile (if any) And in all cases: <ul style="list-style-type: none"> Government supplied performance data 	Web	

Freedom of Information

Guide to information available from Toddington St George C of E School under the model publication scheme "Lighting A Spark In Everyone - Let Your Light Shine" (Matthew 5:15)

<ul style="list-style-type: none"> The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 		
Performance data or a direct link to it	Web	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Web	
Safeguarding and child protection		
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	Web	
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).	Hard Copy	5p per sheet

Freedom of Information

Guide to information available from Toddington St George C of E School under the model publication scheme "Lighting A Spark In Everyone - Let Your Light Shine" (Matthew 5:15)

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>Statutory Policies which are required to be published on our website</p> <p>Statutory Policies which are not required to be published on our website</p>	<p>(hard copy or website)</p> <p>Web</p> <p>Hard Copy</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Web</p>	
<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>	<p>Hard Copy</p>	

Freedom of Information

Guide to information available from Toddington St George C of E School under the model publication scheme "Lighting A Spark In Everyone - Let Your Light Shine" (Matthew 5:15)

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Asset register</p>	<p>Hard Copy</p>	<p>5p per sheet</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Hard Copy</p>	<p>5p per sheet</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Web</p>	
<p>Out of school clubs</p>	<p>Web</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hard Copy</p>	<p>5p per sheet</p>

Freedom of Information

Guide to information available from Toddington St George C of E School under the model publication scheme "Lighting A Spark In Everyone - Let Your Light Shine" (Matthew 5:15)

School publications, leaflets, books and newsletters	Web/Hard Copy	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	n/a	

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
----------------	-------------	-----------------

Freedom of Information

Guide to information available from Toddington St George C of E School under the model publication scheme "Lighting A Spark In Everyone - Let Your Light Shine" (Matthew 5:15)

Disbursement cost	Photocopying/printing @ 5 pence per sheet (black & white)	Actual cost *
	Photocopying/printing (colour) Not Available	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority